

## TREASURER'S REPORT

### ST THOMAS MORE SCHOOL ASSOCIATION FOR THE 2021-22 FINANCIAL YEAR (1 SEPTEMBER 2021-31 AUGUST 2022)

This report provides an overview of St Thomas More School Association (STMSA) accounts for the 2021-22 financial year (FY21-22), which ran from 1 September 2021 to 31 August 2022.

We opened the year with a balance of £16,635.95 (reconciled £16,375.95) in the Treasurer's account. After applying all necessary accruals and reversals at the end of FY21-22, income from fundraising over FY21-22 totalled £11,611.44, which, off-set against a spend of £663.01 on administration, resulted in a net total of £10,948.43 in funds raised. The total amount donated to the school was £6,744.08. The balance of the Treasurer's account at the end of FY21-22 was £19,203.41. After all accruals and reversals, this equated to a reconciled balance of £20,804.30. A full breakdown is outlined in the accounts that accompany this report.

#### Fundraising activities and events

Our ongoing fundraising schemes and activities raised the following amounts (totalling £1,733.95):

- Supermarket vouchers £473.00
- 100 Club £695.00
- Payroll Giving £17.36
- Your School Uniform £249.98
- Bag 2 School £172.00
- Amazon Smile £108.41
- Easy Fundraising £18.20

In addition, the PTA ran a number of fundraising events. During the first and part of the second school terms of FY21-22, there were still some restrictions in place due to covid meaning that the PTA were not able to run in-person events until halfway through the financial year. The Christmas Fair in December 2021 was a planned return to a pre-pandemic normal but this had to be scaled back due to new restrictions on indoor social events coming into place in December 2021, and the Wreath Making event also had to be moved online. Those events did very well never-the-less, raising £2,146.68 and £851.43 respectively.

There was a gradual return to in person from the Spring 2022 onwards, with a number of key events generating a healthy income, as well as providing wonderful opportunities for the school community of pupils, staff and parents to come together socially.

- World Book Day Book and Cake Sale £158.15
- St Patrick's Day Event £862.04
- Easter Egg Hunt £254.50
- Gatsby Dinner Evening £1,031.28
- Jubilee Party £390.45
- Summer Fair and Footballathon £3,145.73

Other activities that generated funds included STMSA's participation in Berkhamsted Rotary Club's Santa's Sleigh, Christmas Card sales and Sports Day. STMSA was also fortunate to receive a small number of unsolicited donations.

#### Accruals and reversals

There was a relatively large figure to accrue at the end of FY21-22, totalling net £1,636.89. One reason for this was that the way that the supermarket voucher scheme operates changed during FY21-22, meaning that we now purchase vouchers a month in advance rather than in-month, as was previously the case. In addition, we carried over bar stock of a value of £270.39 for use or sale at fundraising events during the 2022-23 financial year.

## Grant-making

Funding to St Thomas More given out during FY21-22 totalled £6,744.08. This may seem low in comparison to the total fundraising income, so it is worth noting that, in addition to the funding given to the school during FY21-22, an additional £6,000 was committed for items and activities that were agreed in FY21-22 but not paid for before financial year end. I am pleased to report that all of those items have all now been funded (at a total of £6,250.61).

Particular highlights include funding for school trips which meant that every pupil was able to participate in a trip in December 2022, the top 50 reading books and additional classroom resources for every class in the school, and outdoor learning resources for the year one classroom. In addition, funding was provided for a sound system, forest school resources and chromebooks. The contribution to the year 6 leavers' party was given at an increased level in FY21-22 because school trips planned for the end of the 21-22 school year had to be postponed due to the July heatwave, meaning that the leaving year 6 class essentially missed out on the opportunity to participate.

In conclusion, we ended the 21-22 financial year as we started: in a healthy financial position. Income for the financial year clearly demonstrates that the ability to run in-person events and activities again has helped to increase fundraising income, with an increase of 36% on the previous financial year. In addition, taking into account the funding to school that was committed during the financial year as well as the funding given, we have started to eat into some of the surplus that had built up in the bank account, and we look forward to continuing to work with the school to reduce that down further.

I would like to thank all involved in running events and ongoing activities for their time, efforts and expertise in carrying these out and contributing to the income that the STMSA has generated during FY21-22. These individuals are named and thanked in the Chairs' report, which is appended. In addition, I would like to especially thank Katherine Fielden, who held the post of Treasurer for the first few months of FY21-22, for her contribution to these accounts during that period, and, more widely, for all of her hard work as Treasurer between 2019 and 2021, and for her support, advice and handover as I picked up the role.



Elizabeth Jaggs  
Treasurer, St Thomas More School Association

9 February 2023

## ST THOMAS MORE SCHOOL ASSOCIATION

I have reviewed the financial statements and accounts of the St Thomas More School Association for the year ended 31 August 2022 and find that they represent fairly in all material aspects the financial position of the association at that date. I have reviewed the cash position and the years accounting transactions all of which are completely satisfactory.

I would like to commend the association's treasurer on the detailed and fully documented accounts.



Peter D Fitzgerald FCCA

1 March 2023

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

Balance Sheet

**Current Assets**

Bank Account	£20,840.30	
Deposit Account	£9.02	
Total		£20,849.32

**Represented by**

Income and Expenditure Account B/F	£16,644.97	
Income/Deficit for current year	£4,204.35	
		£20,849.32

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

Bank Reconciliation

Reconciled Bank Balance per Balance Sheet @ 01/09/21	£16,635.95	
Income	£33,258.43	
Expenses	(£29,054.08)	£4,204.35
New balance @ 31/08/22	£20,840.30	
Balance per bank statement @ 31/08/2022	£19,203.41	
<u>Less</u> cheques not yet presented	£50.00	
<u>Accrued</u> charges	£505.39	
<u>Add</u> Lodgements not yet cleared	£0.00	
<u>Add</u> Supermarket Vouchers prepaid	£1,081.50	
Reconciled Balance	£20,840.30	
<b>Difference</b>		<b>£0.00</b>

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

Other Bank Balances

Deposit Account	£9.02
Interest Received	
Less: Net transfer to Current Account	
New Balance	£9.02

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

Income and Expenditure Account

<b>Income</b>	
Supermarket vouchers	£14,675.00
100 Club	£2,795.00
Payroll Giving	£17.36
Cake Sale	£152.00
Fraud	£0.00
Your School Uniform	£249.98
Gatsby	£2,196.28
Xmas Raffle	£886.00
Xmas Fayre	£1,330.70
Xmas Cards	£1,333.74
Wreath Making	£1,606.68
Bag 2 School	£172.00
Amazon Smile	£108.41
Rotary - Santa	£460.00
Easter Egg Hunt	£362.50
Easy Fundraising	£18.20
Other Donations	£184.50
Summer Fayre	£5,049.14
St Patrick's Day Event	£882.04
Book and Cake Sale (WBD)	£158.15
Jubilee Party	£537.71
Sports Day	£83.04
<b>Total Income</b>	<b>£33,258.43</b>

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

**Reconciled Expenses**

Administration	£663.01
Supermarket vouchers	£14,202.00
100 Club	£2,100.00
Payroll Giving	£0.00
Cake Sale	£152.00
Fraud	£9.30
Your School Uniform	£0.00
Gatsby	£1,165.00
Xmas Raffle	£30.00
Xmas Fayre	£40.02
Xmas Cards	£983.02
Wreath Making	£755.25
Bag 2 School	£0.00
Amazon Smile	£0.00
Rotary - Santa	£0.00
Easter Egg Hunt	£108.00
Easy Fundraising	£0.00
Other Donations	£0.00
Summer Fayre	£1,903.41
St Patrick's Day Event	£20.00
Book and Cake Sale (WBD)	£0.00
Jubilee Party	£147.26
Sports Day	£31.73
Bar Stock	£0.00
<b>Total Expenses</b>	<b>£22,310.00</b>
<b>Surplus / (Deficit)</b>	<b>£10,948.43</b>
Less: Donations to School	£6,744.08
Funds / (Deficit) to carry forward	£4,204.35

# ST THOMAS MORE SCHOOL ASSOCIATION

## FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022

### Event Profit and Loss Account

	Income	Expenditure	Profit / (Loss)
Administration		(£663.01)	(£663.01)
Supermarket vouchers	£14,675.00	(£14,202.00)	£473.00
100 Club	£2,795.00	(£2,100.00)	£695.00
Payroll Giving	£17.36	£0.00	£17.36
Cake Sale	£152.00	(£152.00)	£0.00
Fraud	£0.00	(£9.30)	(£9.30)
Your School Uniform	£249.98	£0.00	£249.98
Gatsby	£2,196.28	(£1,165.00)	£1,031.28
Xmas Raffle	£886.00	(£30.00)	£856.00
Xmas Fayre	£1,330.70	(£40.02)	£1,290.68
Xmas Cards	£1,333.74	(£983.02)	£350.72
Wreath Making	£1,606.68	(£755.25)	£851.43
Bag 2 School	£172.00	£0.00	£172.00
Amazon Smile	£108.41	£0.00	£108.41
Rotary - Santa	£460.00	£0.00	£460.00
Easter Egg Hunt	£362.50	(£108.00)	£254.50
Easy Fundraising	£18.20	£0.00	£18.20
Other Donations	£184.50	£0.00	£184.50
Summer Fayre	£5,049.14	(£1,903.41)	£3,145.73
St Patrick's Day Event	£882.04	(£20.00)	£862.04
Book and Cake Sale (WBD)	£158.15	£0.00	£158.15
Jubilee Party	£537.71	(£147.26)	£390.45
Sports Day	£83.04	(£31.73)	£51.31
Bar Stock	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£33,258.43</b>	<b>(£22,310.00)</b>	<b>£10,948.43</b>
Donations to school		(£6,744.08)	(£6,744.08)
Net income / deficit			£4,204.35

**ST THOMAS MORE SCHOOL ASSOCIATION**  
**FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2022**

Donations to School

**Learning resources and educational enrichment**

Forest School resources	04/02/2022	STM045	£52.44
Forest School resources	10/02/2022	STM049	£241.17
Forest School resources	25/05/2022	Paid as expense	£175.00
Classroom resources	01/07/2022	STM060	£490.06
Classroom resources	18/07/2022	STM071	£58.08
Chromebooks	10/02/2022	STM046	£1,117.99
Speaker system	09/06/2022	Paid as expense	£393.59
First News subscription	04/02/2022	STM045	£352.28
Mathletics subscription	01/07/2022	STM068	£777.60
		<b>Subtotal</b>	<b>£3,658.21</b>

**School trips and travel**

Annual travel scheme	04/02/2022	STM045	£217.88
School trips and in-school experience	18/07/2022	STM071	£1,940.00
School trips and in-school experience	21/07/2022	Paid as expense	£388.00
		<b>Subtotal</b>	<b>£2,545.88</b>

**Year 6 Leavers' Party**

Year 6 Leavers' Party	18/07/2022	Paid as expense	£299.99
Year 6 Leavers' Party	22/07/2022	Paid as expense	£95.00
Year 6 Leavers' Party	15/08/2022	Paid as expense	£145.00
		<b>Subtotal</b>	<b>£539.99</b>

**Total Donations to School**      **£6,744.08**

## **STMSA Chair's report PTA AGM 26 January 2023**

Welcome everyone and thank you for coming to this evening's AGM.

The objective of the PTA is to enrich our children's school experience. We do this by fundraising through organising fun event and activities in and after school for the children and grown up's, as well as creating a social network of members. As Teachers, Parents and Carers of children at the school we are all members of the PTA, and it is fantastic you are here to support your children's journey through St Thomas More School through the work of the PTA.

The PTA is run by a committee elected each year at the AGM. The AGM meeting is the only formal meeting of the year for the PTA and deals with the formalities of committee elections, financial audits, reviews and plans for the future. Before we launch into these formalities, we would like to take a moment to acknowledge and thank the previous and the serving PTA committee:

We were not in post last year to formally thank the previous committee and in particular Frances Rattigan who did an incredible job as chair for two years through the pandemic with the support of Bev Loczy as secretary and Katherine Fielden as Treasurer. They had to pivot to online fundraising. They were creative and ambitious in their approach to ensuring the PTA could still put on enriching activities for the children and we are very grateful.

We would like to thank the current team - Sarah Hennis as a fantastic vice chair, always ready with a wise word delivered with dry wit, and a wizard with graphics. Liz Jaggs treasurer who has adapted to card machines, online ticketing, tokens as well as the old-fashioned cash float. Clare Trowbridge is a brilliant secretary who does all that and so much more.

We would like to thank all our volunteers throughout the year who help us to achieve our objectives and made our fundraising events possible. Apologies in advance if we miss anyone out!

When we were looking back and reflecting on the past year, we were astonished at how busy it had been. We were ambitious to bring back all the usual events after the pandemic, as well as introducing some new ones. It has been great fun and a big achievement for all involved.

So, running through the year...

Thanks to Colleen Duggan and Kritika Sharma for all their work on the Eco Garden and pond and the tidy up days this year and to their teams of helpers.

Special thanks to Clare Trowbridge for organising the 100 Club, bags to school collection and the mammoth task that is 2<sup>nd</sup> hand uniform.

Supermarket vouchers – thanks to Sarah Hennis and Kritika Shah for taking this on.

### ***Spring: return of face-to-face events***

March 2022 World Book Day book and cake sale, our first event as new committee and for a surprising number of parents it was the first time they'd been inside the school

St Patrick's Day – thank you to Christine Delaney and her team for this parish event raising funds for the school.

March 2022 Easter Egg Hunt. Thank you to Sarah Hennis for bringing a fresh approach to the trail.

May 2022 Gatsby dinner. Thank you to Prad for organising this fun evening.

June 2022 Platinum Jubilee Street party. Thank you to Aisling for this brand-new event with crafts, crowns, and a baking competition.

June 2022 Summer Fair and Footballathon. Thank you to Liz Jaggs and Alex Moshakis who organised the record-breaking event. Thank you to Mr Power. Thank you to Clare Trowbridge for organising the fair, stalls and the raffle team. We had so many lovely comments from people who felt this was a real return to normality after covid and what a lovely atmosphere it had.

### ***New school year Sept 2022***

October 2022 Quiz night. Thank you to Liz Jaggs and Nicole Brandwood for organising this, we were happy to see two tables of staff participating

November 2022 Glow Party. Thank you to Aisling for a completely new STM event with neon, disco, fire pits for toasting marshmallows, craft and candy floss. Unforgettable!

Cinema club – we held a few of these. Thank you to Marina, Aisling, Sarah and teams.

### ***Christmas***

Wreath making – thanks to Tash Brine for organising this very popular event.

Christmas Fair – thanks to Clare Trowbridge and Cath Hammond for leading on this and the huge team who helped. We took over almost the whole school with a wide variety of activities from Santa's grotto to slime making and the kids loved it.

Christmas cards – thanks to Jac Kelley for helping the children put their unique designs in cards and mugs etc! Always a grandparent favourite.

Santa's sleigh – Thanks to the team who spent an evening knocking on doors collecting for Rotary.

Thank you to Miss Addison who joined the committee this year as our Staff representative and has been really engaged and active in helping making the PTA in-school events possible.

And finally, a huge thank you to all of the parents, grandparents, carers, neighbours, friends, teachers and TA's, Mrs Little and Mrs Anderton, the office staff, Mr May who support, sponsor, donate and contribute to our events throughout the year and enable us to fundraise in the best way possible.

### ***Funding enriching activities***

All your hard work has allowed the PTA to fund a whole school trip to the Pantomime in December 2022 which was hugely popular and we received very sweet thank you letters from pupils. We funded a contribution to Chrome books, a selection of 50 books for each class, outdoor learning equipment for Year 1 and for Reception outside spaces and school subscription to Mathletics.

And now to the formalities of the evening. To begin, we will be voting on our committee for 2023. We have enjoyed working with such an excellent team and will be standing again as co-chairs for this year and look forward to an exciting 2023.

The three of us as co-chairs and vice chair will be stepping down next year January 2024 and we have found that being part of a team is the secret to this role. Please let us know if you are thinking about becoming more involved and we will be happy to chat and will support whoever takes over next year. No previous experience is needed. We hadn't been on the committee and didn't know each other before we became a team of three.

Thanks again to everyone for your hard work and support this past year, it has been a great team effort.

Marina Burke and Aisling Hilsdon