

TREASURER'S REPORT

ST THOMAS MORE SCHOOL ASSOCIATION FOR THE 2022-23 FINANCIAL YEAR (1 SEPTEMBER 2022-31 AUGUST 2023)

This report provides an overview of St Thomas More School Association (STMSA) accounts for the 2022-23 financial year (FY22-23), which ran from 1 September 2022 to 31 August 2023.

We opened the year with a balance of £19,203.41 (reconciled £20,840.30) in the Treasurer's account. After applying all accruals and reversals at the end of FY22-23, income from fundraising over the financial year totalled **£15,274.52**. After a spend of £1,851.31 on administration, this resulted in a net total of £13,423.21 in funds raised. The total amount donated to the school was **£16,049.30**. The balance of the Treasurer's account at the end of FY22-23 was £16,191.52. After all accruals and reversals, there was a reconciled balance of **£16,577.32**. A full breakdown of these figures is outlined in the accounts that accompany this report.

Fundraising activities and events

Our ongoing fundraising schemes and activities raised the following amounts, totalling £1,855.68:

• Supermarket vouchers	£265.80
• 100 Club	£765.00
• Your School Uniform	£556.89
• Bag2School	£200.00
• Amazon Smile	£115.49
• Party Equipment Hire	-£47.50

Amazon took the decision to wind down its Amazon Smile scheme during FY22-23, with a final payment made in May 2023. STMSA began a new party equipment scheme during FY22-23, which involved an initial outlay, but which has begun to yield income in FY23-24. Thank you to Clare Trowbridge for continuing to run the 100 Club and Bag2School scheme, Sarah Hennis and Kritika Sharma for running the supermarket voucher scheme, and Aisling Hilsdon for initiating the party equipment hire scheme during FY22-23, and to all of those who participated and contributed towards these ongoing programmes.

STMSA ran a number of fundraising events over the financial year, benefiting from a total return to in-person events, this being the first full financial year with no pandemic restrictions since FY18-19. These events both generated a healthy income, totalling £11,742.61, and provided wonderful opportunities for pupils, parents, staff and governors to come together socially.

• Quiz Night	£406.45
• Glow Party (new event)	£621.06
• Cinema Clubs	£753.13
• Christmas Wreath Making	£1,413.03
• Christmas Fair	£2,739.21
• World Book Day Book and Cake Sale	£230.22
• St Patrick's Day Event	£653.62
• Easter Egg Hunt	£307.80
• Coronation Party	£204.68
• Summer Fair and Footballathon	£4,413.41

Thank you to all of those who led and supported the organisation and running of these events, including Clare Trowbridge, Aisling Hilsdon, Marina Burke, Sarah Hennis, Cath Hammond, Terri-Ann Nichol, Tash Brine, Christine Delaney and Nicole Brandwood. In addition, thanks go to class representatives who play a vital role in encouraging parents and carers to support and participate in events, and to all members of the school community who attended them.

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

Accruals and reversals

A net total of £425.40 was accrued at the end of FY22-23, due to income and expenditure relating to the ongoing supermarket voucher scheme and 100 Club taking place in one financial year but relating to activity in another. Also contributing to this figure was bar stock of a value of £472.49, purchased in FY22-23 and carried over for use or sale at fundraising events during FY23-24.

Grant-making

Funding to St Thomas More dispersed during FY22-23 totalled £16,049.30. This included c. £6,250 that was committed for items and activities that were agreed in FY21-22 but not paid for until FY22-23, as noted in last year's Treasurer's report. In discussion with the school, we have agreed to decrease the cash reserve (the lowest we are able to go to in the bank account without incurring financial risk) from £7,500 to £5,000. Funds were allocated across the following areas:

- | | |
|---------------------------|-----------|
| • Learning resources | £6,983.52 |
| • Educational enrichment | £3,333.60 |
| • School trips and travel | £4,652.08 |
| • Estate improvements | £680.10 |

Particular highlights include a fully-funded school trip for every pupil in December 2022, the top 50 reading books for each class in the school, significant contributions towards the costs of new chromebooks and Forest School, workshops in Science Week and an Author Day.

Administrative expenditure

There was increased expenditure on administrative items in FY22-23, most significantly a new shed, which has provided much needed storage for event items, and that will, over time, reduce expenditure on re-usable items. We also invested in a candy-floss machine, which, after use at three events, has already more than paid for itself in income generated. Other administrative items included usual subscriptions and fees, a new i-zettle machine to increase our capacity to take card payments at large-scale events, and marketing materials.

In conclusion, we ended the 2022-23 financial year as we started: in a healthy financial position. Income for the financial year is back up to pre-pandemic levels, with an increase of 32% on the previous financial year, clearly demonstrating that in-person events and activities are critical to maintaining steady levels of fundraising income. In addition, we have further eaten into some of the surplus that had built up in the bank account, and we have discussed ideas with the school during the current financial year that will serve to reduce the remaining surplus further.

I would like to thank all parents and staff 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 FY22-23. In particular, I would like to express my thanks to outgoing co-Chairs Marina Burke and Aisling Hilsdon for their outstanding contribution and service to STMSA over the past two years, as well as all other Committee Members who have worked tirelessly to raise income that benefits and enriches the experience of all of the children within our school community.



Elizabeth Jaggs
Treasurer, St Thomas More School Association

12 January 2024

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 2023 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

February 5 2024

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Balance Sheet

Current Assets

Bank Account	£16,577.32	
Deposit Account	£9.07	
Total		£16,586.39

Represented by

Income and Expenditure Accounts B/F	£19,212.43	
Income/Deficit for current year (includes deposit account interest)	(£2,626.04)	
		£16,586.39

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Bank Reconciliation

Bank Balance per Balance Sheet @ 01/09/22	£19,203.41	
Income	£40,240.68	
Expenses	(£42,866.78)	(£2,626.09)
New balance @ 31/08/23	£16,577.32	
Balance per bank statement @ 31/08/2023	£16,151.92	
<u>Less</u> cheques not yet presented	£0.00	
<u>Accruals and reversals relating to supermarket vouchers</u>	£193.30	
<u>Accruals and reversals relating to 100 Club</u>	£30.00	
<u>Accruals and reversals relating to bar stocks</u>	£202.10	
<u>Add</u> Lodgements not yet cleared	£0.00	
Reconciled Balance	£16,577.32	
Difference		£0.00

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Other Bank Balances

Deposit Account	£9.02
Interest Received	£0.05
Less: Net transfer to Current Account	
New Balance	£9.07

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Income and Expenditure Account

Income

Administration	£0.00
Supermarket vouchers	£13,575.00
100 Club	£2,865.00
Your School Uniform	£556.89
Xmas Fayre	£4,251.35
Xmas Cards	£424.90
Wreath Making	£2,158.46
Bag2School	£200.00
Amazon Smile	£115.49
Quiz Night	£1,078.87
Rotary - Santa	£466.00
Easter Egg Hunt	£412.80
Other Items	£438.00
Other Donations	£120.00
Sports Day	£83.42
Summer Fayre	£7,805.15
St Patrick's Day Event	£944.43
Book and Cake Sale (WBD)	£400.22
Cinema Club	£924.56
Glow Party	£1,170.30
Party Equipment Hire	£10.00
Tea Towels	£660.88
Mother's Day Shop	£438.53
Coronation Event	£431.01
Bar Stock	£709.42
Total Income	£40,240.68

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Expenses

Administration	£1,851.31
Supermarket vouchers	£13,309.20
100 Club	£2,100.00
Your School Uniform	£0.00
Xmas Fayre	£1,512.14
Xmas Cards	£0.00
Wreath Making	£745.43
Bag2School	£0.00
Amazon Smile	£0.00
Quiz Night	£672.42
Rotary - Santa	£0.00
Easter Egg Hunt	£105.00
Other Items	£438.00
Other Donations	£0.00
Sports Day	£31.07
Summer Fayre	£3,391.74
St Patrick's Day Event	£290.81
Book and Cake Sale (WBD)	£170.00
Cinema Club	£171.43
Glow Party	£549.24
Party Equipment Hire	£57.50
Tea Towels	£428.47
Mother's Day Shop	£57.96
Coronation Event	£226.33
Bar Stock	£709.42
Total Expenses	£26,817.48
Surplus / (Deficit)	£13,423.21
Less: Donations to School	£16,049.30
Funds / (Deficit) to carry forward	(£2,626.09)

ST THOMAS MORE SCHOOL ASSOCIATION
FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Event Profit and Loss Account

	Income	Expenditure	Profit / (Loss)
Administration	£0.00	(£1,851.31)	(£1,851.31)
Supermarket vouchers	£13,575.00	(£13,309.20)	£265.80
100 Club	£2,865.00	(£2,100.00)	£765.00
Your School Uniform	£556.89	£0.00	£556.89
Xmas Fayre	£4,251.35	(£1,512.14)	£2,739.21
Xmas Cards	£424.90	£0.00	£424.90
Wreath Making	£2,158.46	(£745.43)	£1,413.03
Bag2School	£200.00	£0.00	£200.00
Amazon Smile	£115.49	£0.00	£115.49
Quiz Night	£1,078.87	(£672.42)	£406.45
Rotary - Santa	£466.00	£0.00	£466.00
Easter Egg Hunt	£412.80	(£105.00)	£307.80
Other Items	£438.00	(£438.00)	£0.00
Other Donations	£120.00	£0.00	£120.00
Sports Day	£83.42	(£31.07)	£52.35
Summer Fayre	£7,805.15	(£3,391.74)	£4,413.41
St Patrick's Day Event	£944.43	(£290.81)	£653.62
Book and Cake Sale (WBD)	£400.22	(£170.00)	£230.22
Cinema Club	£924.56	(£171.43)	£753.13
Glow Party	£1,170.30	(£549.24)	£621.06
Party Equipment Hire	£10.00	(£57.50)	(£47.50)
Tea Towels	£660.88	(£428.47)	£232.41
Mother's Day Shop	£438.53	(£57.96)	£380.57
Coronation Event	£431.01	(£226.33)	£204.68
Bar Stock	£709.42	(£709.42)	£0.00
TOTAL	£40,240.68	(£26,817.48)	£13,423.21
Donations to school		(£16,049.30)	(£16,049.30)
Net income / deficit			(£2,626.09)

ST THOMAS MORE SCHOOL ASSOCIATION

FINAL ACCOUNTS FOR YEAR TO 31 AUGUST 2023

Donations to School

Learning resources

Classroom resources	23/09/2022	STM076	£99.94
Year one outdoor learning	23/09/2022	STM076	£497.71
Top 50 reading books for each year	26/09/2022	Paid direct to supplier	£2,885.00
EYFS outdoor learning	30/11/2022	STM090	£723.85
EYFS outdoor learning	09/12/2022	STM093	£236.52
Chromebooks	25/01/2023	STM100	£2,000.00
Mathletics subscription	02/05/2023	STM118	£540.50
		Subtotal	£6,983.52

Educational enrichment

Author day	22/03/2023	STM113	£453.60
Science Week workshops	24/04/2023	STM117	£780.00
Forest School - 1st half of Summer term	19/05/2023	STM122	£1,050.00
Forest School - 2nd half of Summer term	17/07/2023	STM124	£1,050.00
		Subtotal	£3,333.60

School trips and travel

Water day - summer 2022	23/09/2022	STM076	£165.49
Pantomime (Yr1-6)	05/10/2022	STM082	£1,210.00
Santa's magical experience (EYFS)	04/11/2022	STM086	£657.00
Coaches to panto (minus VAT refunded for Santa's magical experience)	16/11/2022	STM089	£490.47
Contribution to Young Voices coach (Yr5)	16/12/2022	STM094	£150.00
Coach to Santa's magical experience	21/12/2022	STM095	£245.00
Annual Travel Scheme	25/01/2023	STM100	£229.12
Coaches for summer school trips	24/05/2023	STM123	£1,505.00
		Subtotal	£4,652.08

Estate improvements

Plants for school tidy up	26/09/2022	Paid as expense	£50.00
EYFS fence repairs	27/01/2023	STM101	£620.00
School tidy expenses	02/05/2023	Paid as expense	£10.10
		Subtotal	£680.10

Other

Petty cash for school office	12/09/2022	Paid in cash from uniform sale	£100.00
Contribution to Yr 6 party	24/04/2023	Paid direct to supplier	£300.00
			£400.00

Total Donations to School £16,049.30