

RIVERDALE PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

TRUSTEES' ANNUAL REPORT YEAR ENDING 30 JUNE 2023

The trustees present their report and the unaudited accounts of the Parent Teacher Association (PTA) for the year ended 30 June 2023

REFERENCE AND ADMINISTRATIVE DETAILS

REGISTERED CHARITY NAME Riverdale Primary School Parent Teacher Association

Charity registration number 101075

The trustees

The trustees who served the parent teacher association during the period were as follows:

N. Sherrin
K. McAllister
V. Powell

Independent examiner Mr G Simpson
2 Thornbrook
Lisburn
BT27 5LW

STRUCTURE, GOVERNANCE AND MANAGEMENT

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the PTA's governing document, the Charities Act (Northern Ireland) 2008 and Charities Act (Northern Ireland) 2013.

The trustees delegate responsibility for the management and operation of the PTA to members of a management committee who are appointed at the annual general meeting, all of whom are volunteers.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also members of the committee of the PTA) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting standards.

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable association and of the income and expenditure of the PTA for that period.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the PTA and enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008 and 2013. They are also

responsible for safeguarding the assets of the PTA and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PUBLIC BENEFIT STATEMENT

The trustees of the PTA confirm that they have had due regard for the guidance produced on public benefit by the Charity Commission for Northern Ireland and are pleased to report that during the year the charitable association has continued to accrue funds in order to provide public benefits through our activities. In particular, the trustees consider how these activities will contribute to the aims and objectives set out.

OBJECTIVES AND ACTIVITIES

The objective of the PTA is to advance the education of the pupils at Riverdale Primary School and assist in the provision of additional educational resources for the school.

The public benefits, which come from these objective and activities, include enhanced educational progress of all pupils; fostering greater parental involvement in school life; and improved links with the local community. These benefits are demonstrated through feedback from pupils, parents (past and present), school governors and local residents.

ACHIEVEMENTS AND PERFORMANCE

After the success of the reintroduction of fundraising activities in 2021-22, the PTA were keen to continue this theme with the aim of returning to the levels of fundraising seen before the Covid-19 pandemic.

An important fundraising activity of the Riverdale PTA school calendar has always been the Christmas Craft Fair in December. This returned to the calendar for December 2022 after a two year gap, and was as successful as it has always been. It was successful, not only financially (accruing £1,321 in funds), but critically in restoring the community spirit of Riverdale Primary School amongst the parents, teachers, children, and the local community.

In March the PTA ran a quiz night for the parents at a local Hockey club. The decision was made to change the format slightly by providing a curry meal, supplied by a local company, as part of the admission cost. This meant the cost of the admission to the quiz was inflated from previous years and unfortunately did not prove as financially beneficial as previous years. The PTA has reflected on this and will consider other options next year: one that will appeal to more parents and increase the visibility of the PTA.

In May 2023, when the nights were brighter, Riverdale Primary school held its school disco. Again this was a phenomenal success: the children thoroughly enjoying the evening and raising £1,205 in the process.

The PTA provided helpers for the School's book fair and also organised refreshments stalls at the school sports day in June.

The PTA were able to make notable donations to the school this academic term including yearly school planners for all Key stage 2 pupils (£881), Snappy Jack Educational resources for Key Stage 1 (£779), and Series of books for both Key Stage 1 and 2 (£2011)

FINANCIAL REVIEW

The PTA bank account was at a healthy state at the beginning of the academic year with £9464 in reserves.

During the year the reserves increased through various activities: Christmas Craft Fair (1321) and School Disco (£1205); Quiz night (£151) and School sports Day (£322).

This increase in funds allowed the PTA to make several donations to Riverdale Primary School during 2022-2023. The value of the donations was greater than the monies raised from fundraising, however, as no donations had been made to the school during the previous academic year this did not cause any concerns or reservations about the end of year balance of the PTA accounts. The PTA bank account was £8,645 at year end. (*£736 deposited into PTA account after 30th June 2023 but considered as part of these funds and this accounting process*).

RISK MANAGEMENT

The members of the committee have overall responsibility for ensuring that the PTA has in place an appropriate system of controls, financial and otherwise, to provide reasonable assurance that:

- The charity is operating efficiently
- Its assets are safeguarded against unauthorised use or disposition
- Proper records are maintained and financial information used within the charity or for publication is reliable
- The charity complies with relevant laws and regulations
- The charity's systems of financial control are designed to provide reasonable, but not absolute assurance against material misstatement or loss

The major risks, to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

RESERVES POLICY

The PTA's policy is to retain a level of free reserves which matches the needs of the organisation both at the current time and in the foreseeable future.

288 Ballynahinch Road
Lisburn
Co Antrim
BT27 5LX

Signed by order of the trustees:

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K McAllister
Parent Teacher Association Secretary