

RIVERDALE PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

TRUSTEES' ANNUAL REPORT YEAR ENDING 30 JUNE 2024

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:

K. McAllister
C Shane
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

With continuing financial pressures on our schools it became apparent to the PTA that it was needed to think of new and innovative ways to raise much needed funds for the school; for the provision educational resources; and to keep the high spirit and morale of the school and the community.

Therefore, by the end of September, two events had already occurred. Before the beginning of the school year a 'Nearly New' uniform sale took place. This was based on donations for those that 'bought' the uniform and allowed people the opportunity to purchase good quality schoolwear without causing them financial stress, and raised £171. With this success the event was repeated in June, allowing those joining the school this opportunity, and raised £261. The second fundraising event in September was 'Suzie Lee Cooking Demonstration' evening. This was a popular evening, which allowed Suzie, a parent at the school, the opportunity to teach others how to make quick and healthy evening meals. This event raised £432 to PTA funds

The success of the school disco in previous years was regularly noted by the PTA: success measured not just financially but also in increasing the community profile and feeling within the school. As a consequence the PTA helped organise two discos during the year: the first in the autumn and the second in the summer term. The discos raised £1022 and £998 respectively for school funds and were thoroughly enjoyed by teachers, staff, PTA members, and the children.

An important fundraising activity of the Riverdale PTA school calendar has always been the Christmas Craft Fair in December. Fortunately it was once again successful, not only financially (accruing £1,485 in funds), but also in invigorating community spirit of Riverdale Primary School amongst the parents, teachers, children, and the local community.

In March the PTA ran a bingo night for the parents at a local rugby club. The decision was made to change the format slightly from previous years when it was a Quiz night. Unfortunately that resulted in a loss last year and made the PTA reflect on whether a quiz night should continue or whether a change in 'style' was required. The PTA wanted to organise something for the Riverdale parents (past and present) that would appeal to more parents and increase the visibility of the PTA. The bingo night proved very successful, culminating in £1073 being raised.

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

In total £5,580 were raised during the academic year, allowing the PTA to make sizable donations to the school this academic term. This included £1054 for school books for multiple year groups; £2492 for sports education for every year group at the school during the autumn term; £563 for costumes for the school plays (which can be stored and used again); £295 for P7 'Love for Life' education to help in their transition to secondary school and into their teenage years; £680 for sensory equipment, clay pottery and educational games; £300 for transport to a cross country event when the normal funding allocation for school transport was no longer available. This year in total over £5400 was donated by the PTA to the school for educational resources.

FINANCIAL REVIEW

The PTA bank account was at a healthy state at the beginning of the academic year with £8644 in reserves.

During the year the reserves increased through various activities with a total fundraising effort of £5580

The value of the donations was less than the monies raised from fundraising, however, the PTA account also incurred charges from the bank and for their Parentkind subscription. The PTA bank account was £8,620 at year end. This was only £24 less than the starting balance despite the considerable amount of much needed donations to the school that had occurred.

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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C Shane
Parent Teacher Association Secretary