

Fairview Primary School PTA

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Fairview Primary School PTA

Trustees and other information

Trustees

Mr Neil McAllister
Mrs Sharon Parr. (resigned 19/09/2023)
Mrs Victoria Woodside (resigned 19/9/2023)
Mrs Nichola Leese
Mrs Emma Meikle
Mrs Ruth Livingstone

Registered Office

25 Hillmount Avenue
Ballyclare
Co Antrim
BT39 9HS

Bankers

Danske Bank
12 The Square
Ballyclare
Co Antrim
BT39 9BB

Independent Examiners

Heron Accountancy Solutions
Chartered Certified Accountants
301 City East Business Centre
68/72 Newtownards Road
Belfast
BT4 1GW

Fairview Primary School PTA

Report of the Trustees' for Year Ended 30 June 2024

The Trustees present their Report together with unaudited accounts for Year Ended 30 June 2024.

Results

The Financial Statements show a deficit in the period of £4,840 (2023 Surplus £8,033)

Status

The Charity has been accepted as a charity by the Charities Commission for Northern Ireland and as such no provision for taxation has been made.

Activities

Charity Purpose

The purpose of Fairview Primary School's PTA is to support the education of our pupils by developing effective relationships between staff and parents; to provide fun activities for the pupils; and to fundraise for resources to support the school's declining budget to advance the education of our pupils.

Charitable Structure and Governance

Our PTA is officially registered as a charity, committed to making a positive impact on our school community. To achieve this, we have a well-defined charitable structure and adhere to a set of governance principles.

Key Components of our Charitable Structure:

- **Charitable Status:** We are officially registered as a charity, which allows us to engage in fundraising activities for the benefit of the school while adhering to legal and regulatory requirements.
- **Committee:** Our PTA is managed by a committee consisting of elected officers, including Co-Chairs, Secretary, Treasurer, and other members. The committee is responsible for making decisions, planning activities, and managing finances in line with the constitution.
- **Financial Management:** We maintain a transparent financial system, adhering to good financial practices and keeping accurate records of income and expenses. Our finances are regularly reviewed and audited as required by law.

This year we have one resignation from the Treasurer, leaving this role available for re-election at the AGM.

Decision making process for fund spending

Approval of spending decisions involves discussion and voting by the general membership, ensuring collective input. This is normally done at our PTA meetings throughout the year.

Fairview Primary School PTA

Report of the Trustees' for Year Ended 30 June 2024 cond't

Highlights from 2023- 24

- Year of events got underway with the very popular **Half Term disco** in October, kids had the opportunity to come in fancy dress. We then had our **Valentine's themed disco** in February with tuck shops at both - always very well received. Huge thank you to Chris Armstrong (DJNI) for his 2nd year of DJ duties.
- We ran our very first Christmas **Wreath Making** workshop with thanks to Phillipa Wylie and Emerald Dickson (Miss Dickson's mum) This was very well received with many people outside of school coming along to this and definitely one we hope to run again and increase capacity.
- This year saw the return of our **Christmas Fair**, the first since before Covid, so many of us were new to this. Lots of positive feedback received about this event from pupils and families. We ran our **Grand Raffle** over the period of the school concerts and selling tickets at the Christmas Fair.
- Guess the number of **Easter eggs in the jar** ran again this year, with pupils having the opportunity in school to take a guess
- **Sports Day** was a great success with our PTA providing refreshments and a BBQ.
- Our **Summer Fair** was the celebration of the end of the school year. A very successful evening with inflatables, local Fire Brigade, BBQ, stall holders and 'soak the teacher'
- P1 Welcome Event - this year PTA welcomed new P1 parents with tea/coffee to the information session as their children met with their teachers.
- **Ice cream sale** - in school sale of Morelli's ice cream in the run up to the end of term that proved very popular.

We did this year plan to take part in the Mayfair Soapbox Derby but due unforeseen events, this didn't proceed this year and instead all donations received to this point were transferred to 'Gunge the Teacher' at the Summer Fair, which very quickly became Gunge Mr McAllister.

Our PTA has also benefited pupils in the following ways:

- Purchased books for P1-P3 at Christmas.
- Second of 4 annual payments for the Accelerated Reading programme at a cost of £2,000.
- Further payment of £3000 to school for the interactive whiteboards.
- 30 iPads and cases

Team Leaders were appointed again for each of the events at the 2023-24 AGM which worked well.

This year we created a Fairview PTA Facebook to help promote our events and activities and what we do. We also sent out a PTA Newsletter with pictures and details of all the events that took place over the course of the year. A video was created with snippets from some PTA children about why they love their parents as part of PTA and their favourite events.

Fairview Primary School PTA

Report of the Trustees' for Year Ended 30 June 2024 cond't

Thank you to those who have supported the PTA

On behalf of the Fairview Primary School PTA committee, we want to extend our heartfelt gratitude to all those who have supported us throughout the year. Your unwavering commitment and dedication to our school and pupils is incredible.

To our dedicated PTA members, your involvement, passion, and tireless efforts have been the driving force behind our successes. Without all of you who give up your time to attend meetings and organise events, man stalls, lend equipment, etc, there would be no PTA events.

We also want to express our appreciation to Mr McAllister and Mrs Norris, our teachers, and the wider staff team. We are extremely grateful for your continued support and enthusiasm in our fundraising ideas.

We have also received many generous donations from local businesses, who have all been individually thanked.

Lastly, to the parents, guardians, and families of Fairview Primary School, your engagement and participation in our activities have strengthened the sense of community within our school.

Planning for 2024/25

As we embark on the upcoming year, we are excited to build upon the successes and momentum of the previous years.

Our fundraising efforts going forward over the next 3 years will now go towards a new MUGA (multi use games area) that will replace where the mobiles currently are on completion of the new school extension due to commence at the end of this school year.

The AGM is a great opportunity to discuss and agree on the plans for the year ahead. With some new events in the pipeline.

Get involved!

Reflecting on the past year's PTA events, we value the insights and feedback we've received. This input helps ensure our events align with the needs and expectations of our school community. We always look for input, skills and ideas and welcome anyone who is willing to help support our school. If you do have any suggestions these can be made at PTA meetings, by email to chairfairviewpta@gmail.com, or by finding us at the school gates.

We look forward to another busy and exciting year.

Emma Meikle and Ruth Livingston
Co Chairs

Fairview Primary School PTA

Statement of Trustees Responsibilities

The Trustees are responsible for the preparation of Financial Statements for each financial period which give a true and fair view of the surplus or deficit arising in the period and of the assets and liabilities of the Charity as at the end of the financial period.

The Financial Statements are to be prepared under Section 64(1) of the Charities Act (NI) 2008.

The Trustees are responsible for the maintenance of proper accounting records which disclose with reasonable accuracy the financial position of the Charity at any given time. They are responsible for safeguarding the assets of the Charity and for taking all necessary steps for the prevention or detection of fraud and other irregularities.

Signed on behalf of the Trustees:

.....
Trustee

Dated:

.....
Trustee

Dated:

Fairview Primary School PTA

Receipts and Payments Account for the Year Ended 30 June 2024

	Note	Unrestricted Fund £	Restricted Fund £	Jun-24 Total £	Jun-23 Total £
<u>Receipts:</u>					
Voluntary income					
Donations	1	2,450	-	2,450	20
Fund Raising Activities	2	20,365	-	20,365	22,510
Investment Income	3	111	-	111	39
Total receipts		22,926	-	22,926	22,569
<u>Payments:</u>					
Grants & Donations	4	-	-	-	-
Cost of Fundraising	5	27,530	-	27,530	14,313
Governance Costs	6	236	-	236	223
Total payments		27,766	-	27,766	14,536
Net movement in funds		(4,840)	-	(4,840)	8,032
<u>Reconciliation of funds:</u>					
Total Funds brought forward		27,456	-	27,456	19,424
Total Funds carried forward		22,616	-	22,616	27,456

The notes on pages 8 to 9 form an integral part of these financial statements

Fairview Primary School PTA

Statement of Assets and Liabilities for the Year Ended 30 June 2024

Note	2024 £	2023 £
<u>Current assets:</u>		
Cash at bank and in hand		
Cash in Hand	51	51
Current Account	8,449	23,358
Investment Account	14,116	4,047
Net current assets	<u>22,616</u>	<u>27,456</u>
Net Assets	<u><u>22,616</u></u>	<u><u>27,456</u></u>
<u>Charity funds:</u>		
Unrestricted Fund	22,616	27,456
Restricted Fund	-	-
	<u><u>22,616</u></u>	<u><u>27,456</u></u>

The Financial Statements were approved by the Board of Trustees on and signed on its behalf by:

Nichola Leese
(Treasurer)

Emma Meikle
(Chairperson)

Ruth Livingston
(Chairperson)

The notes on pages 8 to 9 form an integral part of these financial statements

Fairview Primary School PTA

Notes to the Financial Statements for the Year Ended 30 June 2024

1	<u>Donations</u>	2024	2023
		£	£
	ANBC Grant	1,200.00	-
	Charitable donations	1,250.00	20.00
		<u>2,450.00</u>	<u>20.00</u>
2	<u>Fund Raising Activities</u>	2024	2023
		£	£
	Wreath Making	958.97	-
	Soapbox Derby	935.10	-
	Christmas Fair/Trail	6,902.37	9,416.53
	Easter Egg	373.46	320.00
	Sports Day	2,358.06	2,089.55
	Eco Balloon race	-	263.95
	Summer Fair	4,142.31	4,691.11
	Halloween Disco	1,444.60	1,359.20
	Valentine's Disco	1,386.03	1,213.84
	Wellbeing Week	800.00	2,880.00
	Amazon Fundraising & Easyfundraising	187.81	275.39
	Ice Cream sales	876.25	-
		<u>20,364.96</u>	<u>22,509.57</u>
3	<u>Investment income</u>	2024	2023
		£	£
	Interest received	110.80	39.16
		<u>110.80</u>	<u>39.16</u>

Fairview Primary School PTA

Notes to the Financial Statements for the Year Ended 30 June 2024

4	<u>Grants and Donations</u>	2024 £	2023 £
		-	-
		-----	-----
		=====	=====
5	<u>Cost of Fundraising</u>	2024 £	2023 £
	Christmas Fair/Trail	2,934.05	3,351.64
	Sports Day	960.82	749.49
	Halloween Disco	541.98	448.63
	Vanentine's Disco	417.74	297.34
	Wellbeing week	800.00	2,096.00
	Summmer Fair	2,488.58	1,865.67
	Interative boards	3,000.00	3,000.00
	Accelerated Reading	2,000.00	1,958.47
	Santa gifts for P1-3	157.50	171.16
	Misc purchases	7.50	230.01
	Bane Marie	49.99	41.99
	ANBC Ballyclare Trail	1,200.00	-
	Wreath making	243.41	-
	Soapbox Derby	292.10	-
	Ice Cream Sale	534.78	-
	Thank you gifts	58.50	-
	Ipads and cases	11,550.60	-
	Sheep hurdles	148.80	-
	Shelving for container	78.30	-
	PTA Roller Banner	65.99	-
	Burco Boiler	-	102.25
		-----	-----
		27,530.64	14,312.65
		=====	=====
6	<u>Governance Costs</u>	2024 £	2023 £
	PTA Membership	153.00	140.00
	Bank Fees	82.78	82.92
		-----	-----
		235.78	222.92
		=====	=====

Fairview Primary School PTA

Independent Examiners Report for the Year Ended 30 June 2024

I report on the financial statements of Fairview Primary School PTA for the Year Ended 30 June 2024 set out on pages 1 to 9.

Respective responsibilities of Trustees and independent examiner

Fairview Primary School PTA Trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities Act (Northern Ireland) 2008. Fairview Primary School PTA Trustees consider that an audit is not required under section 65(2) (audit) of the Charities Act (Northern Ireland) 2008 for the year and that an independent examination under section 64(1) of the Charities Act (Northern Ireland) 2008 is required.

It is my responsibility to:

- examine the accounts
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out under Section 65 of the Charities Act (Northern Ireland) 2008. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the Trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records in accordance with Section 63 of the charities Act (Northern Ireland) 2008; and
- to prepare financial statements which accord with the accounting records in accordance with Section 64 of the Charities Act (Northern Ireland) 2008 have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

.....
Julie Hamilton FCCA
Heron Accountancy Solutions
Chartered Certified Accountants

301 City East Business Centre
68/72 Newtownards Road
Belfast
BT4 1GW

Date: