

Fairview Primary School PTA



**Fairview Primary School  
Parent Teacher Association**

E: [chairfairviewpta@gmail.com](mailto:chairfairviewpta@gmail.com) Charity Number: NIC102599

Fairview Primary School PTA

Trustees' Report and Unaudited Financial Statements

Year Ended 30<sup>th</sup> June 2025

Charity Commission Number: NIC 1102599

Fairview Primary School PTA

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Fairview Primary School PTA

Trustees and other information

Trustees

Mr Neil McAllister  
Mrs Ruth Livingston  
Mrs Emma Meikle  
Mrs Gillian Hamill  
Mrs Emma Armstrong

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<sup>th</sup> June 2025

The Trustees present their report together with unaudited accounts for Year Ended 30<sup>th</sup> June 2025.

#### Results

The Financial Statements show a surplus in the period of £7,275. (2024 deficit £4,840)

#### 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, Co-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.

The current office bearers are:

- Co-Chair – Ruth Livingston & Emma Meikle
- Secretary – Gina Beattie
- Co-Treasurers – Gillian Hamill & Emma Armstrong

Gillian and Emma (Armstrong) came into post for 2024 – 25. The other committee members indicated their intention to remain in office for the forthcoming year.

#### **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<sup>th</sup> June 2025 con't

#### Highlights from 2024 – 25

- This year our first event was a new event to Fairview Primary School with our very first **Pumpkin Patch** held in the school grounds on a Saturday morning. All ran well for the first event and plans to run it again for 2025.
- This was closely followed by 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 continuing to provide the DJ duties.
- Our second year of our Christmas **Wreath Making** workshop was very popular. This year we held in the bigger room in the Golf Club and was a lovely evening, also attended by people from outside of school. Thanks to Phillipa Wylie and Emerald Dickson (Miss Dickson's mum) for their expertise and guidance on a room full of beautiful creations!
- **Fairview Festive Trail** returned this year. The school ground became a twinkling sea of fairy lights. Working with Brilliant Trails to develop the map and clues around the school and the new outdoor classroom was installed JUST in time for Santa's arrival on the first night of the trail. This event requires a large amount of resource to deliver and sadly may not return due to the input needed. The plan is for the Christmas Fair to run in 2025.
- Another new event for us this year was our **Colour Run** - a fantastic evening and thoroughly enjoyed by all those who attended. One that we hope to run again in the 2025/26 school year.
- **Sports Day** was a great success with our PTA providing refreshments and a BBQ. This year we introduced the sale of ice cream from Morellis that was well received.
- **P1 Welcome Event** - PTA welcomed new P1 parents with tea/coffee to the information session as their children met with their teachers.
- Our **Summer Fair** was the celebration of the end of the school year. A very successful evening with inflatables, local Fire Brigade, BBQ, 'soak the teacher' and ninja warrior course.

Our PTA has also benefited pupils in the following ways:

- Purchased selection boxes for P1-P7 at Christmas
- Third of 4 annual payments for the Accelerated Reading programme at a cost of £2,000
- Further payment of £3,000 to school for the interactive whiteboards

Team Leaders were appointed again for each of the events at the 2024-25 AGM which worked well.

We have continued to use the Fairview PS PTA Facebook page to promote our events and activities and raise awareness of initiatives such as the Asda Rewards Scheme and Easyfundraising. We created an end of year-round up newsletter summarising all the events over the course of the school year.

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.

## Fairview Primary School PTA

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, at events such as the Festive Trail and Summer Fair they truly show their help and support, and we are extremely grateful for this.

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 2025/26**

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

Our fundraising efforts continue to go towards a new MUGA (multi use games area) that will replace where the mobiles currently are on completion of the new school extension.

The AGM is a great opportunity to discuss and agree on the plans for the year ahead.

### **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](mailto: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

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 Sections 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

	Note	Unrestricted Fund £	Restricted Fund £	Jun-25 Total £	Jun-24 Total £
<b>Receipts: (in)</b>					
Voluntary Income					
Donations	1	100	-	100	2,450
Fund Raising Activities	2	24,212	-	24,212	20,365
Investment Income	3	248	-	248	111
<b>Total receipts</b>		<b>24,560</b>	<b>-</b>	<b>24,560</b>	<b>22,926</b>
<b>Payments: (out)</b>					
Grants & Donations	4	-	-	-	-
Cost of Fundraising	5	17,052	-	17,052	27,530
Governance Costs	6	234	-	234	236
<b>Total Payments</b>		<b>17,286</b>	<b>-</b>	<b>17,286</b>	<b>27,766</b>
<b>Net movement in funds</b>		<b>7,275</b>	<b>-</b>	<b>7,275</b>	<b>-4,840</b>
<b>Reconciliation of Funds:</b>					
<b>Total funds brought forward</b>		<b>22,616</b>	<b>-</b>	<b>22,616</b>	<b>27,456</b>
<b>Total Fund Carried forward</b>		<b>29,891</b>	<b>-</b>	<b>29,891</b>	<b>22,616</b>

The note on pages 8 to 9 from an integral part of these financial statements  
Statement of Assets and Liabilities for the Year End 30 June 2025

Fairview Primary School PTA

Note	2025 £	2024 £
<u>Current assets</u>		
Cash at bank and in hand		
Cash in Hand	-	51
Current Account	1,576	8,449
Investment Account	24,155	14,116
Net current Assets	<u>25,731</u>	<u>22,616</u>
Net Assets	<u><u>25,731</u></u>	<u><u>22,616</u></u>
Charity Funds		
Unrestricted Fund	25,731	22,616
Restricted Fund	-	-
	<u><u>25731</u></u>	<u><u>22616</u></u>

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

Gillian Hamill  
(Co-Treasurer)

Emma Armstrong  
(Co-Treasurer)

Emma Meikle  
(Chairperson)

Ruth Livingston  
(Chairperson)

The notes on pages 8 to 9 form an integral part of these financial statements  
Note to the Financial Statements for the Year Ended 30 June 2025

Fairview Primary School PTA

1	<u>Donations</u>	2025	2024
		£	£
	Blairs Auto	100	-
	ANBC Grant		1,200
	Charitable Donations		1,250
		<u>100</u>	<u>2450</u>
2	<u>Fund Raising Activites</u>	2025	2024
		£	£
	Wreath Making	1,360	959
	Soapbox Derby	-	935
	Christmas Trail / Fair	7,232	6,902
	Easter Egg	-	373
	Sports Day	4,279	2,358
	Summer Fair	3,659	4,142
	Halloween Disco	1,729	1,445
	Valentines Disco	1,466	1,386
	Wellbeing Week	-	800
	Amazon Fundraising & Easy Fundraising	128	188
	Ice Cream Sales	-	876
	Pumpkin Patch	2,156	-
	Colour Run	2,104	-
		<u>24,112</u>	<u>20,365</u>
3	<u>Investment Income</u>	2025	2,024
		£	£
	Interest Received	248	111
		<u>248</u>	<u>111</u>

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4	<u>Grants and Donations</u>	2025	2024
		£	£
		<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
5	<u>Cost of Fundraising</u>	2025	2024
		£	£
	Christmas Trail / Fair	2,536	2,934
	Sports Day	2,271	961
	Halloween Disco	636	542
	Valentines Disco	683	418
	Wellbeing Week	-	800
	Summer Fair	2,683	2,489
	Interactive		
	Whiteboards	3,000	3,000
	Accelerated Reading	2,000	2,000
	Santa Gifts P1 - P3	703	158
	Misc Purchases	-	8
	Bane Maire	-	50
	ANBC Ballyclare Trail	-	1,200
	Wreath Making	398	243
	Soapbox Derby	-	292
	Ice Cream Sale	-	535
	Thank You Gifts	-	59
	IPads & Cases	-	11,551
	Sheep Hurdles	-	149
	Shelving for Container	-	78
	PTA Roller Banner	-	66
	Pumpkin Patch	1,126	-
	Colour Run	1,054	-
		<u>17,090</u>	<u>27,531</u>
		<u>17,090</u>	<u>27,531</u>
6	<u>Governance Costs</u>	2025	2024
		£	£
	PTA Membership	162	153
	Bank Fees	71.75	83
		<u>233.75</u>	<u>236</u>
		<u>233.75</u>	<u>236</u>

Fairview Primary School PTA

I report on the financial statements of Fairview Primary School PTA for the Year Ended 30 June 2025 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 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 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:
  - a. to keep proper accounting records in accordance with Section 63 of the Charities Act (Northern Ireland) 2008; and
  - b. to prepare financial statement 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 statement to be reached.

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

301 City East Business Centre  
68/75 Newtownards Road  
Belfast  
BT4 1GW

Date: