

# **Parents, Teachers and Friends of Lisburn Central Primary School**

**Annual Report and Statement of Accounts  
For year ended June 2023**

**Charity no. 102969**

## **Parents, Teachers and Friends of Lisburn Central Primary School**

### **Trustees' Annual Report continued**

**For Year ended 29<sup>th</sup> June 2023**

The trustees of Lisburn Central Primary School & Nursery Unit Parent, Teacher and Friends Association present their Annual Report and Statement of Accounts for the year ended 29 June 2023.

### **Reference and Administrative Details**

Lisburn Central Primary School  
52-56 Hillsborough Road  
Lisburn  
Co Antrim  
BT28 1JJ

Charity No: 102969

### **Charity Trustees**

The charity Trustees who served during the year or who were trustees at the date of this report were:

Mrs Arlene Poots  
Mr Rodney Brown  
Mrs Margaret-Anne Crothers  
Mrs Jamie-Lee Belshaw (Chair)  
Mrs Katherine McClelland (Secretary)  
Mrs Alison Gilliland (Treasurer)  
Ms Chloe Jackson (Assistant Treasurer)

### **Structure, Governance and Management**

The charity trustees of the PTF are members of its committee. The charity is governed by a constitution adopted by its members at a General Meeting on 28<sup>th</sup> September 2015.

The period under review is 30<sup>th</sup> June 2022 to 29<sup>th</sup> June 2023.

The membership of the PTF consists of the parents, guardians or carers of any pupil currently attending Lisburn Central Primary School and Nursery Unit, together with friends of the school, and teaching and non-teaching staff employed in the school. The charity holds regular meetings during the school year. Subcommittees may be formed by the committee to work on specific events/activities and will report back to the

committee. Lisburn Central PTF work closely with the school principal and also one teaching member of staff, who attends meetings.

### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to review the principle areas of the charity's operations in order to identify risks that could affect the day to day operations.

### **Purposes**

The trustees seek to advance the education of the pupils in Lisburn Central Primary School by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities or providing facilities or equipment which supports the school and advance the education of the pupils.

### **Activities and Achievements**

In the year under review the PTF ran the following events in the school to raise funds:

- Halloween Disco
- Christmas Craft Fair and Raffle
- Valentines Disco
- Easter Hamper
- Summer Beach Fun Day

These activities raised money for the school and also provided opportunities to develop effective relationships between parents, staff and the community.

The PTF also supported:

- Santa visit by providing selection boxes for all pupils
- Easter Egg Hunt by providing Easter eggs as prizes
- Halloween disco / Valentines discos by providing sweets and drinks for all pupils.
- Sports Day by providing tea/coffee refreshments for parents
- Colour Run by providing ice cream stall and tuck shop

Through these activities the PTF raised £2980.33

### **Public Benefit Statement**

- Improved relationships between home and school
- Advancing the education of pupils in the school

The benefits include funding for additional resources for the school and links built with the local community. This is evident through pupils having access to resources, events activities and links with the local community which are not available through direct school funding. The benefit is for the children at Lisburn Central Primary School.

## Financial Position

The main source of income for PTF of Lisburn Central is from fundraising activities and donations.

At the beginning of the financial year, the PTF had funds of £728.06.

Through the fundraising activities mentioned above, the PTF raised a further £2980.33

Expenditure during this year totalled £642.34

After the deduction of bank charges and general costs, this left total amount remaining of **£2377.99**

Bank lodgement of £1371 on 23rd September 2022 included funds from previous year. A further bank lodgement of £1110 on 10<sup>th</sup> Feb 2023 included funds for this year.

Total bank balance at 30<sup>th</sup> June 2023 was £3066.05.

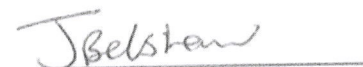
## Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and statement of accounts in accordance with the requirements of the Charities Commission for Northern Ireland.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) and The Charities (Accounts and Reports) Regulations Northern Ireland 2015. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

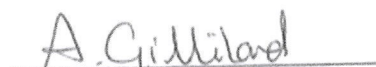
As the charities income does not exceed £250,000, the trustees have elected under Section 64(3) of the Charities Act 9Northern Ireland 2008 to prepare receipts and payments accounts and a statement of assets and liabilities.

Approved by the trustees on 10<sup>th</sup> October 2023 and signed on their behalf by:



Jamie-Lee Belshaw

(Chair)



Alison Gilliland

( Treasurer)