

**Portstewart Primary School PTA**

**Charity Number NIC 104211**

**Annual Report of the Trustees and Financial Statements  
for the year  
ended 31st August 2022**

## **Portstewart Primary School PTA**

### **Legal and Administrative Information**

Portstewart Primary School PTA is a registered Charity which operates, together with teachers and staff, on behalf of the Parents and Guardians of pupils enrolled at Portstewart Primary School.

<b>Governing Document</b>	Constitution
<b>Charity Registration Number</b>	NIC 104211
<b>Administration Address</b>	Portstewart Primary School, Central Avenue, Portstewart, County Londonderry, BT55 7BT
<b>Trustees</b>	Kathryn Taylor (Principal) Lauren McAfee (Teacher Representative) Nicola Nairn (Chair) Rachel Johnston (Vice Chair) Gayle Acheson (Treasurer) Holly Hogg (Secretary) Dympna Linton Colin Tosh
<b>Co-opted Members</b>	Glenn McMurray Isobel Morrow Priscilla Morrow Suzanne Forbes Lindsay Fisher Christine Acheson Joanna Martin
<b>Bankers</b>	HSBC plc 20-22 Railway Road, Coleraine BT52 1PD
<b>Independent Examiner</b>	Dr R I Peters Gallagher OBE, Moore (N.I.) LLP

**Portstewart Primary School PTA**  
**Trustees Annual Report - Year Ended 31st August 2022**

The Trustees of the Portstewart Primary School PTA present their report together with the independently examined financial statements of the Charity for the year ending 31st August 2022.

**Structure, Governance and Management**

The PTA, which is both a registered charity and member of PTA UK, is run by a board of 10 trustees, i.e. committee members who hold joint legal responsibility for the actions of the PTA, and include post holders in the positions of Chair, Vice Chair, Secretary, and Treasurer.

Additionally, there are six co-opted committee members, who actively participate in PTA meetings and activities, but do not hold voting rights.

The Charity's activities are governed by the Constitutional Document approved at the Annual General Meeting.

**Aims and objectives**

The public benefits of this charity are:  
Improved relationships between school and home  
Advancing the education of pupils in the school

We are an active parent teacher association which organises and volunteers at social fundraising events for families and the children of Portstewart Primary School to fund items and services that will directly benefit the pupils and school. We also actively volunteer at and support school activities; such as helping at sports days, School open days, book fair, class field trips and parent information events like internet safety training and P1 parent welcome day. We work together with parents and school staff on any other events or matters to which we can support the school, parents, and pupils of Portstewart Primary School.

**Achievement and Performance**

After two very difficult years for PTA with COVID preventing our usual activities as restrictions started to lift we were excited to get back to fundraising. As Gayle will outline in her accounts this year has been a very positive one financially.

We decided to focus our Christmas efforts on an outdoor event in line with the restrictions at the time. Each class decorated their own tree, Santa came to the polytunnel to distribute gifts, we provided hot chocolate, s'mores, reindeer food and the children got to place a wish on our wishing tree. The event was run on a donation basis and those who attended all agreed that it was an excellent night and really magical for the children.

Christmas was a very busy time for us as we also ran our usual Christmas card fundraiser, sold Portstewart Christmas decorations and ran a Christmas raffle. A new addition to our Christmas fundraising this year was our Elfridges store for the children to purchase gifts for a family member. After Christmas we hit the ground running with preparations for our summer raffle with an enormous number of prizes gathered by committee. We would like to thank our local businesses who generously donated so many fantastic prizes and all the parents who bought and sold tickets.

This year's NW200 parking was incredibly successful, we think partly due to the good weather but also because COVID had meant that the NW had been cancelled in previous years. We had a record number of cars in the car park and for the first time had to turn people away as we ran out of space!

We were extremely thankful when COVID restrictions lifted and we were able to plan and go ahead with our Summer Fair this year. We felt that the children and school community deserved a spectacular evening and so more than doubled our usual budget for the event. We hired a range of inflatables and brought along a professional face painter for the evening. We had planned to have Tales of the Wild at our event, but COVID threw us one more curve ball and they were unable to attend after catching covid. We were incredibly lucky that North Coast Alpaca was able to attend last minute and really added to the whole event. A huge thank you to Lynas Food Service who donated all the food. The atmosphere and good weather on the night were incredible and everyone had a fantastic evening.

At the beginning of the academic year it was agreed by committee that we would focus our fundraising efforts on the long term project of building an Outdoor Learning Area. As this is a larger project requiring a large amount from PTA we have not spent as much as usual on smaller projects for the school. We have purchased £2k worth of reading books for the school but are still awaiting an invoice for these. We have also agreed to purchase a new numeracy scheme.

Rachel and I have decided to step down from our position as co-chair and from the committee this year. We want to say a special word of thanks to Kathryn for all her support this year; her wisdom, dedication to our school and all the hours spent on PTA events and meetings is greatly appreciated. We would also like to thank everyone who has supported us over the years and wish the next committee a happy and successful coming year.

### **Fundraising Activities**

The PTA's principal income stream is from running social events for the children and parents throughout the year.

Further income is raised through voluntary donations, Christmas Cards and fundraising through Easy fundraising.

The PTA has no investments other than the money deposited in the bank. The funds raised are used to purchase items for the school to support the objectives outlined in the Schools Development Plan.

### **Financial Review**

The receipts and payments account shows the gross income and expenditure for the year.

The PTA had a very successful year. The opening bank balance was £9,543.

Throughout the year we had several successful events which were well attended and resulted in total income raised of £14,075. Expenditure totalled £4,460 to leave a closing bank balance of £19,160.

### **Trustees Responsibilities**

Charity regulations require the Trustees to prepare accounts for each financial year which show the income and expenditure of the Charity in the year.



The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act (Northern Ireland) 2008. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Portstewart Primary School PTA

## Receipts and Payments Account

Year ended 31 August 2022

		2022	2021
<b>Opening Balance 1/09/21</b>		<b>£9,543</b>	£10,956
<b>Income</b>	£		£
<b>Events</b>			
Santa and S'more	468		
Elfridges	334		
Wine tasting evening	851		
Summer Fair	7,672		
<b>Additional Fundraising</b>			
Tea towels	266		
Uniform sale	221		
Fun day	133		
Pumpkin hunt	111		
Christmas trees, mugs, bags etc.	1,655		
Christmas raffle	316		
Portstewart decorations	756		
Non-uniform day	129		
North West 200 parking	756		
Tesco collection	239		
Stickins	19		
Amazon	74		
Easyfundraising	19		
Coleraine football shirt	50		
<b>Total Receipts</b>		<b>14,075</b>	3,723
<b>Expenditure</b>			
Events	1,563		
Christmas cards, mugs, bags etc.	1,226		
Portstewart decorations	528		
Gifts	11		
Christmas books for each child	282		
Parentkind	116		
Parentpay charges	68		
Bank charges/sum up machine	125	<b>(3,919)</b>	(2,991)
<b>Portstewart Primary School Projects</b>		(541)	(2,145)
<b>Total Expenditure</b>		<b>(4,460)</b>	<b>(5,136)</b>
<b>Net Receipts/(Payments)</b>		<b>9,617</b>	(1,413)
<b>Closing bank balance 31/08/22</b>		<b><u>£19,160</u></b>	<b><u>£9,543</u></b>

Signed .....  ..... Signed .....  .....  
Date ..... 8/2/23 ..... Date ..... 9/2/23 .....

**Note:** This document has been signed by the current (2022/23) Chairperson & Treasurer as previous Chair/Trustees were not willing to do so. The trustee list is to the best of our knowledge as per minutes and other documentation reviewed. All other elements have been compiled from the reports of the Chairperson and Treasurer and the financials have been reviewed by an independent examiner (accountant).