

# **Killowen Primary School & Nursery Unit PTA**

## **Annual Report & Statement of Accounts**

For the year ended 30 September 2022

Charity number: NIC104225

**Killowen Primary School & Nursery Unit PTA  
Trustees' Annual Report  
For the year ended 30 September 2022**

The trustees present their Annual Report and Statement of Accounts for the year ended 30 September 2022 including a Statement of Assets and Liabilities at that date.

**Reference and Administrative Details**

Killowen Primary School & Nursery Unit PTA  
20 Laurelhill Road  
Lisburn  
Co. Antrim  
BT28 2UH

Registered Charity in Northern Ireland - NIC104225

**Charity Trustees**

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

Karen Nichola Watson	(Appointed 10 November 2022)
Ashley Mulligan	
Samantha Martin (Chair)	(Appointed 10 November 2022)
Paula Kydd (Secretary)	
Lorna Featherstone (Treasurer)	
Suzanne Duncan	(Resigned 10 November 2022)
Fiona Douglas	(Resigned 10 November 2022)

**Structure, Governance and Management**

The charity trustees of the PTA are members of its committee. The charity's governing document is the Constitution.

To be elected as a trustee of the charity a person must be a member of the PTA. The committee is re-elected each year at the AGM. Nominations for elections to the committee may be made by any member of the PTA and seconded by another.

**Purpose**

The trustees seek to advance the education of the pupils of Killowen Primary School & Nursery Unit.

This is achieved by developing effective relationships between the staff, parents and others associated with the school and by engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The property and funds of the charity must only be used to fulfill the purposes.

**Killowen Primary School & Nursery Unit PTA**  
**Trustees' Annual Report continued**  
**For the year ended 30 September 2022**

**Activities and Objectives**

We are an active PTA made up of elected parents and teaching staff. Throughout the year we organise fundraising events such as discos, breakfast mornings, Christmas fair and a family fun night and barbeque. All these events are open to all children and their families and help build stronger home, school and community relations.

We also provide support to the school by providing refreshments on such occasions as the Remembrance Service, Christmas plays, special assemblies and the school leavers morning. All funds raised at these events go with the guidance of the school to the provision of resources and equipment that will enhance the educational needs of our pupils.

**Achievements**

Due to continued social distancing COVID-19 restrictions since March 2020, the PTA was not able to host any events throughout the majority of this school year which included the most popular events of the year, the Christmas Fair and the Family Fun Day and Barbeque. The school was able to host the annual sports days in June without restrictions where the PTA held a refreshments stall.

Whilst there were non uniform days throughout the year, these were not used for fundraising but as wellbeing opportunities for all classes in the challenging times that we have faced.

**Public Benefit Statement**

Improved relationships between home and school

The benefit which flows from this purpose includes funding for additional resources for the school and links built with the local community. This is demonstrated through having an active PTA that works in partnership with the school and engages parental support. The benefit is for children at Killowen Primary School, Lisburn. Charity trustees (PTA committee members) are usually also parents at the school which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

Advancing the education of pupils in the school

The benefit which flows from this purpose includes increased educational progress and attainment of pupils in the school and links built with the local community. This is demonstrated 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 children at Killowen Primary School, Lisburn. Charity trustees (PTA committee members) are usually also parents at the school which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

The charity trustees have had regard for the Charity Commission for Northern Ireland's public benefit requirement statutory guidance.

**Killowen Primary School & Nursery Unit PTA  
Trustees' Annual Report continued  
For the year ended 30 September 2022**

**Financial Review**

The charity's main source of income each year is from its fundraising activities throughout the school year which usually include two larger events as mentioned above. There was only one fundraising event this year in June due to continued COVID-19 restrictions for the majority of the year and therefore the fundraising income amounted to £254 this year (£nil in 2021). The PTA hopes to start having regular fundraising events again next year to continue to fulfil our charity objectives and the committee was pleased by the response and support during the sports days refreshments.

The total income for the charity this year was £254 (£nil in 2021). Due to the PTA not being very active in the year the committee determined it appropriate to not request for the annual family voluntary contribution again this year. It is expected that this will be reinstated next year.

The expenses for the year amounted to £144 (£3,788 in 2021). These expenses were mostly refreshments costs. Almost all expenses in the previous year related to donations to the school which were used for playpark refurbishments, wellbeing costs, fun day and P7 leavers hoodies. There were no such donations this year.

**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.

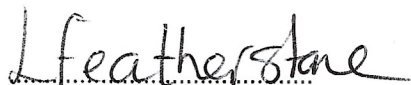
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008 and The Charities (Accounts and 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 charity's income does not exceed £250,000, the trustees have elected under Section 64(3) of the Charities Act (Northern Ireland) 2008 to prepare receipts and payments accounts and a statement of assets and liabilities.

Approved by the trustees on 10 November 2022 and signed on their behalf by:



Samantha Martin  
Chair



Lorna Featherstone  
Treasurer

**Independent examiner's report to the charity trustees of Killowen Primary School & Nursery Unit PTA  
For the year ended 30 September 2022**

I report on the accounts of the Charity for the year ended 30 September 2022, which are set out on pages 6 to 9.

**Respective responsibilities of charity trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act;
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.


My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act;
2. That the accounts do not accord with those accounting records;
3. That the accounts do not comply with the accounting requirements of the Charities Act;
4. That there is further information needed for a proper understanding of the accounts to be reached.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



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Adam Thompson FCA  
23 Rosewood Glen  
Lisburn  
BT28 2FW  
7 February 2023

**Killowen Primary School & Nursery Unit PTA**  
**Statement of Receipts and Payments**  
**For the year ended 30 September 2022**

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Receipts:</b>					
Donations and legacies		-	-	-	-
Grants		-	-	-	-
Fundraising activities	2	254	-	254	-
Members' subscriptions		-	-	-	-
Charitable trading receipts		-	-	-	-
Other receipts		-	-	-	-
<b>Total receipts</b>		<b>254</b>	<b>-</b>	<b>254</b>	<b>-</b>
<b>Payments:</b>					
Cost of fundraising events	3	110	-	110	-
Grants and donations	4	-	-	-	3,752
Governance costs	5	34	-	34	36
Other costs		-	-	-	-
<b>Total payments</b>		<b>144</b>	<b>-</b>	<b>144</b>	<b>3,788</b>
<b>Net receipts / (payments)</b>		<b>110</b>	<b>-</b>	<b>110</b>	<b>(3,788)</b>
Transfers between funds		-	-	-	-
<b>Surplus / (deficit) for the period</b>		<b>110</b>	<b>-</b>	<b>110</b>	<b>(3,788)</b>
<b>Reconciliation at 30/09/2022:</b>					
Cash at bank & in hand 01/10/2022		1,661	-	1,661	5,449
Surplus / (deficit) for the period end		110	-	110	(3,788)
<b>Cash at bank &amp; in hand 30/09/2022</b>		<b>1,771</b>	<b>-</b>	<b>1,771</b>	<b>1,661</b>

**Killowen Primary School & Nursery Unit PTA**  
**Statement of Assets and Liabilities**  
**For the year ended 30 September 2022**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Funds reconciliation</b>				
Cash at bank & in hand 01/10/2021	1,661	-	1,661	5,449
Surplus / (deficit) for the period end	110	-	110	(3,788)
<b>Cash at bank &amp; in hand 30/09/2022</b>	<b>1,771</b>	<b>-</b>	<b>1,771</b>	<b>1,661</b>

**Bank and cash balances**

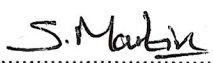
Bank current account	1,517	1,661
Cash in hand	254	-
	<b>1,771</b>	<b>1,661</b>

The cash held relates to income from the sports days 2022 refreshments stall that was not lodged until after the year end.

**Liabilities**

Bank fees	-	10
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Approved by the trustees on 10 November 2022 and signed on their behalf by:



Samantha Martin  
Chair



Lorna Featherstone  
Treasurer

**Killowen Primary School & Nursery Unit PTA**  
**Notes to the Statement of Accounts**  
**For the year ended 30 September 2022**

**1 Nature and purpose of funds**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds are primarily from fundraising activities and members' subscriptions.

The charity does not have any restricted funds.

**2 Fundraising activities**

	Unrestricted £	Restricted £	2022 £	2021 £
Non uniform days	-	-	-	-
Christmas Fair	-	-	-	-
Nativity tea	-	-	-	-
Christmas ballot	-	-	-	-
School disco	-	-	-	-
Sports Day refreshments	254	-	<b>254</b>	-
Family Fun Day	-	-	-	-
	<hr/> 254	<hr/> -	<hr/> <b>254</b>	<hr/> -

**3 Cost of fundraising events**

	Unrestricted £	Restricted £	2022 £	2021 £
Christmas Fair	-	-	-	-
Family Fun Day	-	-	-	-
Miscellaneous	110	-	<b>110</b>	-
	<hr/> 110	<hr/> -	<hr/> <b>110</b>	<hr/> -

**Killowen Primary School & Nursery Unit PTA**  
**Notes to the Statement of Accounts continued**  
**For the year ended 30 September 2022**

**4 Grants and donations**

Contributions were made to Killowen Primary School & Nursery Unit in relation to the following costs:

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Playpark refurbishments	-	-	-	2,245
Wellbeing costs and half term fun day	-	-	-	1,000
P7 leavers hoodies	-	-	-	507
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	-	-	-	3,752
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**5 Governance costs**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank interest & charges	34	-	34	36
PTA UK Fund	-	-	-	-
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	34	-	34	36
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**6 Related party transactions**

There were no transactions with trustees or related parties during the year.