



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

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

For the year ended 31 August 2024

Charity number: NIC104225

**Killowen Primary School & Nursery Unit PTA  
Trustees' Annual Report  
For the year ended 31 August 2024**

The trustees present their Annual Report and Statement of Accounts for the year ended 31 August 2023 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  
Ashley Mulligan (Resigned 31 August 2024)  
Samantha Martin (Chair)  
Paula Kydd (Secretary)  
Lorna Featherstone (Treasurer)  
Suzanne Mulholland (Treasurer effective 8th November 2024)

**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.

### **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 competitions, discos, 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 Harvest 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**

The PTA had a very busy year which included three large events, some small events and various activities. We ran two competitions this year giving the pupils another chance to get creative. One of our competitions was to design a new logo especially for the PTA which was very exciting for the PTA. We were overwhelmed with the entries and the creativity and we are delighted with our new logo, inspired by one of the designs.

We also served refreshments throughout the year at our Harvest Service, the Nativities and Carol Service, the annual Sports Day and the leavers' assembly.

We held three big events this year: Christmas Fair at the end of November, Killowen's first ever Colour Run in May and the always popular Summer Fun Night & BBQ in June. It was excellent to see the return of our Christmas Fair which was the first since 2019. The Colour Run was a special event as part of the celebrations for Killowen's 50th year. We didn't know what to expect for this event, however it was a great success with around 270 participants, sell out hotdogs and sponsorship raised by the children of almost £2,250. The support for this event was incredible and a special thanks goes to the family and friends of the children for sponsoring them.

A lot of preparation went into each of our three big events and we could not have achieved the successes that we did without the support of our PTA volunteers and all of the school staff. A special thank you also goes to the local businesses and supporters that volunteered their time or gave us great deals to make the occasions extra special.

All of the events and activities that we held throughout the year enabled us to raise essential funds to support the school and nursery through the provision of support and equipment to enhance our children's educational experience at Killowen. We are excited for the year ahead and more successes.

### **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.

### **Public Benefit Statement cont'd**

#### 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.

### **Financial Review**

The charity's main source of income each year is from its fundraising activities throughout the school year as discussed above. The PTA raised £13,815 (2023: £8,402) through fundraising activities during the year. This large increase was due to the opportunity to hold three large events compared to one the previous year.

The PTA was also able to secure grants of £5,500 in the year (the £375 balance of the Tesco Stronger Starts grant was received after the year end). We won the local Tesco Stronger Start blue token vote in January 2024 which secured a grant of £1,500 towards the school's Cycle Safely project. The Nineveh Charitable Trust granted the PTA £3,000 towards the nursery's unit's Forest School project. In December 2023 we won a £1,000 donation from Supervalu NI towards the school's Key Stage 1 area.

The total income for the charity this year was £19,440 (£9,225 in 2023).

The expenses for the year amounted to £14,833 (£5,752 in 2023). Fundraising expenses were £4,754, the majority of which was for the Colour Run and the Summer Fun Night. During the year the PTA made contributions and donations to the school of £9,104 as detailed at note 4. This included grant expenses of £4,500. The school has various projects for which we continue to try and raise funds that we hope to be able to support in the coming years. Governance and operational costs remain minimal each year.

**Killowen Primary School & Nursery Unit PTA  
Trustees' Annual Report continued  
For the year ended 31 August 2024**

**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.

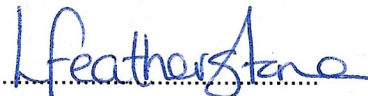
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008 and The Charities (Accounts and 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 7 November 2024 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 31 August 2024**

I report on the accounts of the Charity for the year ended 31 August 2024, which are set out on pages 7 to 10.

**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.



Adam Thompson FCA

23 Rosewood Glen

Lisburn

BT28 2FW

Date: 06/04/25

**Killowen Primary School & Nursery Unit PTA**  
**Statement of Receipts and Payments**  
**For the year ended 31 August 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>Receipts:</b>					
Donations and legacies		53	-	53	278
Grants		-	5,125	5,125	-
Fundraising activities	2	13,815	-	13,815	8,402
Members' subscriptions		238	-	238	545
Charitable trading receipts		-	-	-	-
Other receipts		209	-	209	-
<b>Total receipts</b>		<b>14,315</b>	<b>5,125</b>	<b>19,440</b>	<b>9,225</b>
<b>Payments:</b>					
Cost of fundraising events	3	4,754	-	4,754	2,880
Grants and donations	4	4,806	4,500	9,306	2,361
Operational costs	5	200	-	200	219
Governance costs		145	-	145	133
Other costs		-	-	-	-
<b>Asset and investment purchases:</b>					
Purchase of equipment		428	-	428	159
<b>Total payments</b>		<b>10,333</b>	<b>4,500</b>	<b>14,833</b>	<b>5,752</b>
<b>Net receipts / (payments)</b>		<b>3,982</b>	<b>625</b>	<b>4,607</b>	<b>3,473</b>
Transfers between funds		-	-	-	-
<b>Surplus / (deficit) for the year</b>		<b>3,982</b>	<b>625</b>	<b>4,607</b>	<b>3,473</b>
<b>Reconciliation at 31 August:</b>					
Cash at bank & in hand 1 September		5,244	-	5,244	1,771
Surplus / (deficit) for the year end		3,982	625	4,607	3,473
<b>Cash at bank &amp; in hand 31 August</b>		<b>9,226</b>	<b>625</b>	<b>9,851</b>	<b>5,244</b>

**Killowen Primary School & Nursery Unit PTA**  
**Statement of Assets and Liabilities**  
**For the year ended 31 August 2024**

	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>Funds reconciliation</b>				
Cash at bank & in hand 1 September	5,244	-	5,244	1,771
Surplus / (deficit) for the year end	3,982	625	4,607	3,473
<b>Cash at bank &amp; in hand 31 August</b>	<b>9,226</b>	<b>625</b>	<b>9,851</b>	<b>5,244</b>

**Bank and cash balances**

Bank current account			9,622	5,016
Cash in hand			229	228
			<b>9,851</b>	<b>5,244</b>

The cash held at the year end was retained to use for PTA event floats in the new school year. Holding a small amount of cash enables to PTA to minimise bank fees for cash/coin lodgements and withdrawals.


**Other assets**


Gift Aid accrued on members' subscriptions at year end			113	-
Gift Aid accrued on sponsorship at year end			559	-
Groundwork NI - balance of grant due			375	-
Easyfundraising donation due			-	11
			<b>1,046</b>	<b>11</b>

**Liabilities**

Bank fees			-	46
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Approved by the trustees on 7 November 2024 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 31 August 2024****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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor. Restricted income funds are from the receipt of grants or donations. The purposes and uses of these funds are set out in the notes to the accounts.

**2 Fundraising activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Uniforms sales	89	-	<b>89</b>	-
Autumn competition	226	-	<b>226</b>	-
Christmas Baubles competition	-	-	-	316
Christmas Fair 2023	1,874	-	<b>1,874</b>	20
Nativity refreshments	527	-	<b>527</b>	901
School disco entry and tuck	878	-	<b>878</b>	754
Fireside quiz	101	-	<b>101</b>	-
Colour Run	5,203	-	<b>5,203</b>	-
Matilda Raffle	-	-	-	555
Matilda refreshments	-	-	-	546
Summer Fun Night	4,281	-	<b>4,281</b>	4,829
Sports Day refreshments	401	-	<b>401</b>	350
P7 tuck shop	-	-	-	71
Easyfundraising / Amazon Smile	235	-	<b>235</b>	60
	<b>13,815</b>	-	<b>13,815</b>	<b>8,402</b>

**3 Cost of fundraising events**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Competitions and quizzes	87	-	<b>87</b>	67
Christmas Fair	601	-	<b>601</b>	-
School disco	282	-	<b>282</b>	273
Colour Run	1,923	-	<b>1,923</b>	-
Matilda	-	-	-	420
Summer Fun Night	1,679	-	<b>1,679</b>	1,875
Refreshments / Tea & coffee supplies	78	-	<b>78</b>	177
SumUp fees	104	-	<b>104</b>	20
Miscellaneous	-	-	-	48
	<b>4,754</b>	-	<b>4,754</b>	<b>2,880</b>

**Killowen Primary School & Nursery Unit PTA**  
**Notes to the Statement of Accounts continued**  
**For the year ended 31 August 2024**

**4 Grants and donations**

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

	Unrestricted £	Restricted £	2024 £	2023 £
<u>Killowen Primary School &amp; Nursery Unit donation</u>				
Christmas lollies	-	-	-	77
Shed	1,162	-	1,162	-
School reading books	2,715	-	2,715	-
Goal posts	340	-	340	-
Eco Club seeds	58	-	58	-
School equipment	90	-	90	-
Nursery equipment	241	-	241	624
Playpark refurbishments	-	-	-	500
Matilda t-shirts	-	-	-	485
<u>Grant expenses</u>				
Nineveh Charitable Trust	-	3,000	3,000	-
Groundwork NI - Tesco Stronger Starts	-	1,500	1,500	-
<u>Other donations</u>				
Cancer Fund for Children	200	-	200	-
Northern Ireland's Childrens Hospice	-	-	-	450
Cool FM Christmas appeal	-	-	-	225
	<b>4,806</b>	<b>4,500</b>	<b>9,306</b>	<b>2,361</b>

**5 Operational costs**

	Unrestricted £	Restricted £	2024 £	2023 £
Bank interest & charges	132	-	132	78
Postage & stationery	50	-	50	56
Lottery license	18	-	18	35
Gifts	-	-	-	50
	<b>200</b>	<b>-</b>	<b>200</b>	<b>219</b>

**6 Related party transactions**

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