

Registered charity number NIC104261

St Michael's Primary School PTA

Report and Accounts

31 August 2018

Trustees' Annual Report for the Period 1st September 2017 to 31st August 2018 St Michael's Primary School PTA, 514 Ravenhill Road BT6 0BW

1) Purpose of the Charity:

The purpose of the Association is to enhance the experience of all children at St Michael's, by developing positive relationships between staff, pupils and parents.

2) Governance:

As a Parent Teacher Association (PTA) we work closely with both the pupil's families and the Teaching & Support staff of St Michael's Primary School (address as above). This both supports and compliments the work of our committee and volunteers and ensures that the views, requirements and concerns of all members can be fully realised. We regularly review processes to ensure best practise is forefront in all aspects of what we do.

The charity is constituted under the Model Constitution for Parent Teacher Associations In Northern Ireland (NI) (2014 version) provided by PTA-UK.

C/o St Michael's Primary School, 514 Ravenhill Road BT6 0BW Charity Number NIC104261

3) Trustees during this Reporting Period:

Chair: Rachel McGonigle

Treasurer: Katherine Corthorn

Secretary: Clodagh Doyle

Claire Donnelly, Lisa Brady, Doro Costa Fassunge, Deirdre Roche, Susan Gillen, Orla Lonergan, Katherine Richmond, Myriam Fearon, Alison Hollywood, Fionnuala Boylan, Ruth McIlroy and Ciara Brennan

Nominations for election to the committee as a trustee may be made by any member of the association and seconded by another. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

4) What the charity has done during the year to carry out its purposes (our activities):

In this past year we are delighted to have raised £7,930.28 for the school. We organised our regular events including a welcome coffee morning for parents, Halloween Disco, Christmas movie night as well as a Mum's Christmas night out. The children all got an opportunity to design their own Christmas cards while raising funds for the school. In the Spring term we also ran a very successful pub quiz and auction.

As well as the fundraising events we also provided the opportunity for all of our P7 children to order leavers' hoodies with all the names of the P7 children on it, as a memento of their time in St Michael's. We also made a donation towards the P7 leavers disco and pizza night.

This year we joined with, Rosetta Primary school and the parishioners of the Good Shepherd to hold a "Tree of Light and Life" service, to remember all our loved ones who couldn't be with us at Christmas time. All money raised from this event was put into providing playground equipment for use at break and lunch times.

We would like to thank all those parents, grandparents, childminders and friends who supported the PTA over the past year.

Profits from the main events were:

Halloween Disco £1,520.78

Christmas Cards £856.65

Christmas Mums Night out £262.00

Tree of light and life £472.21 (money raised to go towards outdoor play equipment)

Quiz and Auction £2,042.07 (Complemented by a separate Just Giving page which raised £2,274 given directly to School for website upgrade and app)

Gnome Hunt £502.57

5) How we made a difference

We were able to support the school in a number of ways. Firstly we started off the new academic year by purchasing 80 dictionaries for P5-P7.

We then purchased new playground equipment which included skipping ropes, hoops, bats, balls, cones, beanbags and more.....the cost of this totalled £265.30, the equipment was immediately put to use during break and lunch time. (we held back some of the money to replace lost and broken items in the new academic year).

One of the interactive white board projectors broke and so the PTA funded a replacement at a cost of £2,310.86.

To complete the poly tunnel we purchased folding tables, benches and a wipe/flip board, to create a fully functioning outdoor classroom at a cost of.£2,532.59.

In June we also made a donation of £120.00 towards the P7 Leavers disco and Pizza night.

As well as financial support to the school we also provided hospitality at a number of school events including the Holy Communion, P7 Play, P7 Leaving mass and sports day.

Our Parent voice again ran an information evening for parents whose children are sitting the transfer test, with helpful tips and information about the test. This proved a very helpful and informative evening.

Prior to the new school year starting in September 2018 we also provided a years supply of photocopy paper, 400 glue sticks and 144 packs of 'Twistables' crayons. As well as providing a flag pole to display our hard earned "Green Flag award".

6) How the charity has mitigated any harm flowing from its purposes:

We work closely with the school SMT to undertake risk assessments on all activities and ensure that our activities follow the ethos of the wider school environment.

7) How the charity has ensured that any private benefit has been incidental to the public benefit:

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

8) Statement of compliance with the duty to have regard to the Commission's guidance:

In setting our objectives and planning our activities for the year the trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries.

9) Financial overview & statement of the charity's policy on reserves:

As of the end of our 2017/18 Period other than the bank accounts (current & reserve) the PTA does not have any other assets or liabilities. A full statement of account accompanies this report. We

work with the school to ensure that all monies raised can be quickly and effectively put to use to achieve the objectives of the association. As such we only carry small reserves from year to year. This policy could be re-evaluated if there was a larger target that required multi- year fundraising.

The Reserves Policy is based on the need for cash in September to cover insurance payment, supplies for Halloween Disco and this year we also had reserves for funding the paper, glue, twistables and flag pole.

10) Statement of thanks to the many volunteers and supporters throughout the 2017/18 year:

Thanks to the sub committee that ran the quiz and auction, alongside this event they also opened a just giving page which raised an amazing £2,274, which went directly to the school to be spent on the school website and App. A word of thanks to all local businesses who have continued to support our events and provided some wonderful and very generous raffle/auction prizes. I appreciate not everyone has the time to give up for the monthly meetings and events, we are very grateful for the many parents that help out from time to time as their schedules allow.

Signed on behalf of St Michael's Primary School PTA:

Rachel McGonigle Chair

St Michael's Primary School PTA 2017/18

29 May 2018

Charity Name	Charity No.
St Michael's P.T.A.	NIC104261

Receipts and payments accounts

For the period from	01/09/2017	To	31/08/2018
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Gross takings	6,010	3,672	-	9,682	-
Donations	-	-	-	-	-
Sponsorship	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	6,010	3,672	-	9,682	-
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	6,010	3,672	-	9,682	-
A3 Payments					
Grants to school	3,538	3,560	-	7,098	-
Advertising	-	-	-	-	-
Fundraising costs	2,830	134	-	2,964	-
Administration costs	113	-	-	113	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
A3 Sub total	6,482	3,694	-	10,175	-
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	6,482	3,694	-	10,175	-
Net of receipts/(payments)	- 471	22	-	493	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,907	-	-	1,907	1,907
Cash funds this year end	1,436	22	-	1,414	1,907

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B1 Cash funds	Bank balance	1,409	22	-	1,388	1,879
	Petty cash	26	0	-	26	28
		-	-	-	-	-
	Total cash funds	1,436	22	-	1,414	1,907

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B3 Investment assets			-	-	-
			-	-	-
			-	-	-
	Total		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B4 Assets retained for the charity's own use			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
	Total		-	-	-

	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities				-	-
				-	-
				-	-
	Total			-	-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval