

INDEPENDENT EXAMINER'S REPORT

Examiner's report

Cavehill Primary School Parent Teacher Association (PTA) Annual Accounts 2022/23 (01/09/22 – 31/08/23)

I have conducted an independent examination of the final accounts for the year ending 2022/23 for Cavehill Primary PTA. Cavehill Primary PTA use the school year for the monitoring period of their accounts.

I examined the accounts and financial records including PTA Financial Report Year to 31 August 2023, Cavehill Primary School PTA – Treasurers 2022/23 Report for AGM, bank statements including bank analysis, cheque book with back up documentation, receipt and lodgement documentation including invoices and receipts. I obtained all the information I considered necessary to verify that the final accounts present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year. I have not identified any concerns regarding these accounts.

The last bank statement and three other sample statements were reconstructed and fully reconciled against PTA Accounts documentation, invoices and lodgements. The invoices aligned to the expenditure were all checked to ensure appropriate expenditure for the PTA, no issues arising.

A sample of expenditure was checked. All necessary documentation was filed and stored and transactions easily traceable. The documentation and expenditure match the spend on the bank statement. Information checked included cheque number, date, amount, supplier, invoice date and supporting documentation (sample on spreadsheet attached).

A sample of income was checked. All necessary documentation was filed and stored and transactions easily traceable. The documentation and income matched to the income on the bank statement (sample on spreadsheet attached). There are no lodgement slips completed as lodgements are deposited in a quick lodgement chute and no receipt is received. The statements are checked to ensure that the lodgement has been processed. If possible when doing bulk lodgements, detail regarding what these transactions relate to should be included to allow easy reconciliation – total overall lodgements for year were checked against the full year bank statements to ensure accuracy.

Grant funding 2023 was checked with assistance from PTA Financial Report; the report was detailed and accurate and aided the audits of grants. Five grants were awarded £5,232 for Live Here Love Here Grant, £13,600 for AXA Grant, £1,800 for POWER Grant, £4,000 for Victoria Homes Grant and £1,000 for NIE Grant. There

remains a grant balance of £6,328.31 at 31/08/23. All grant expenditure was used as awarded.

The PTA Financial Report and Treasurers Report are thorough and detailed with all transactions meticulously recorded. Cavehill Treasurer and PTA should be commended for their stringent financial procedures and the following of guidelines. The grant funding this year had been phenomenal and has allowed PTA to greatly contribute to the school including the development of the wildlife garden and improvements to school grounds. The fund raising activities have ensured that PTA funds continue to help the pupils and staff of Cavehill Primary. It is particularly encouraging to see the funding of so many activities including movie nights, disco, breakfast and various treats.

I certify that the accompanying final accounts present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year 2022/23. Furthermore, I have not identified any significant concerns regarding these accounts which remain either unresolved or undeclared in the accounts themselves or this report; there are therefore no major or minor recommendations.

Examiner's signature:

Amanda Millard

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Date: 22/02/24

Name: (please print) Amanda Millard

Status: Cavehill Primary School Board of Governors Member, Business Manager at Youth Justice Services and ATI qualified

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Cavehill Primary School Parent Teacher Association (PTA) Accounts 2023 (01/09/22 - 31/08/23)

Bank Accounts for year reconciled, Treasurers report 22/23 for AGM and PTA Financial Report examined and all documentation checked.

Random Selection of Payments and Lodgements

Debits - Payments

Date	Cheque Number	Amount	Description	Tallies to Cheque Book	Tallies to Bank Account Statement	Tallies to PTA Financial Report	Tallies to PTA Paperwork (inc invoice where applicable)	Cashed	Comments
12/09/2022	501056	£1,000.00	Grow NI - RHS Grant Spend - Invoice Children's Project Expenses	✓	✓	✓	✓	26/09/2022	All receipts included with invoice
24/10/2022	501058	£91.91	J Harris - reimbursement school pollinator grant.	✓	✓	✓	✓	01/11/2022	All receipts included with invoice - 3 payments, B+Q receipt difficult to read
24/10/2022	501057	£320.00	A Pugsley - reimbursement school pollinator grant	✓	✓	✓	✓	02/11/2022	All receipts included with invoice
05/12/2022	501064	£938.69	Wreath £500; treats £280; Flowers £30; tea, coffee, cups; misc	✓	✓	✓	✓	08/12/2022	All receipts included with invoice and tallied
29/11/2022	501063	£1,000.00	RHS, Paragon Studios	✓	✓	✓	✓	13/12/2022	All receipts included with invoice however totalling £1,012.88 and less amount paid of £1k.
29/01/2023	501074	£1,700.00	Adam McCart re AXA grant - supply + fit garden classroom	✓	✓	✓	✓	31/01/2023	
13/02/2023	501077	£1,502.00	A Pugsley - live here love here grant	✓	✓	✓	✓	16/02/2023	All receipts included with invoice
13/02/2023	501079	£2,172.96	JBG Utilities Ltd - AXA grant digger + soil - excavation of overgrown area	✓	✓	✓	✓	28/02/2023	
14/03/2023	501083	£492.00	A McCart - AXA grant - fence to screen off oil tank	✓	✓	✓	✓	16/03/2023	
14/03/2023	501082	£528.19	A Pugsley LHLA + AXA Grant	✓	✓	✓	✓	27/03/2023	All receipts included with invoice
18/03/2023	501086	£1,239.89	P Connolly - AXA Parks grant	✓	✓	✓	✓	23/05/2023	All receipts included with invoice
11/05/2023	501094	£201.00	J Harris - Disco + AXA grant	✓	✓	✓	✓	20/06/2023	All receipts included with invoice
13/05/2023	501096	£91.50	Pe trip subsidy	✓	✓	✓	✓	29/06/2023	All receipts included with invoice
08/06/2023	501092	£90.00	Bryson Energy Membership	✓	✓	✓	✓	09/07/2023	All receipts included with invoice

Credits - lodgements

Date	Amount	Description	Tallies to Bank Account Statement	Tallies to PTA Financial Report	Comments
20/09/22	£195.00	Petty Cash Grant - Keep Northern	✓	✓	Included in various income - full check of all income against bank statements was completed
22/09/22	£2,805.50	Irel - Live here love here grant	✓	✓	
03/10/22	£13,600.00	Grant - Community Foundation - AXA	✓	✓	
11/11/22	£1,800.00	Grant - Community Foundati - POWER	✓	✓	
14/12/22	£1,254.06	McCart L Tea/Raffle/Fri	✓	✓	
10/03/23	£2,426.50	Grant - Keep Northern Irel KNIB Sch Poll Gran - Live here love here	✓	✓	
29/03/23	£1,000.00	NIE Grant	✓	✓	Included in various income - full check of all income against bank statements was completed
19/06/23	£4,504.29	Lodgement	✓	✓	