

Ballyclare High School Parents Teachers And Friends Association

**Report of the Trustees
Year ended 31 May 2023**

Charity Registration Number: NIC 107946

**BALLYCLARE HIGH SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MAY 2023

Ballyclare High School Parents Teachers And Friends Association

Report of the Trustees Year ended 31 May 2023

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Ballyclare High School Parents Teachers And Friends Association

Report of the Trustees Year ended 31 May 2023

Ballyclare High School Parents Teachers And Friends Association
31 Rashee Road, Ballyclare, Co Antrim, BT39 9HJ
Charity Registration Number: NIC 107946
Date Registered: 1st December 2020

Annual Report 1 June 2022 to 31 May 2023

Trustees of the Association during the Reporting Year:

Jessica Wallace (Chairperson)
Karen Gunning (Secretary)
Deborah Walker
Michelle Adair (Treasurer)
Cheryl Rodgers
Charlene Fleming
Michelle Rainey

Constitution

The Ballyclare High School Parents Teachers And Friends Association is governed in accordance with its Constitution which was last approved at the AGM of the Association. Trustees/Office Bearers are selected by persons in attendance at Annual General Meetings in accordance with rules as set out in the Constitution.

Purpose

Purpose 1

To advance education of pupils in the school. in particular by: Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Purpose 2

Developing effective relationships between the staff, parents and others associated with the school. The benefit which flows from this purpose includes funding for additional resources for the school by establishing and maintaining links with the local community. This is demonstrated through having a proactive Association which collaborates with the Ballyclare High Schools' Senior Leadership Team (SLT) and promotes parental engagement. This purpose does not lead to harm. The benefit is for all the pupils of Ballyclare High School. Charity trustees (PTAFA committee members) are invariably 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.

Purpose 3

Advancing the education of pupils within 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. This purpose does not lead to harm. The benefit is for pupils at Ballyclare High School. Charity trustees (PTAFA committee members) are

Ballyclare High School Parents Teachers And Friends Association

Report of the Trustees Year ended 31 May 2023

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.

Main Achievements during the year to May 2023

This year we had 10-12 regular members attend our meetings, with a number of new Year 8 parents joining us which was encouraging to see. We were also able to bring back some key events that we had been unable to hold for the last few years due to COVID.

We were delighted to win the Asda Green Token Giving award in September 2022 and were awarded £500 to put towards our fundraising project for an outdoor seating area for pupils.

The activities organised and carried out by the PTAFAs this year included:

- Christmas Fayre - held in school on 1st December 2022 and raised almost £500. We had almost 200 people through the doors and over 20 stallholders. On reflection though we have decided not to host this event next year 23/24.
- Year 8 party - organised in school on 15th December 2022 and generated a profit of almost £860. The tuck shop remains a firm favourite of the pupils and we were grateful Mrs Lee came along to lead us in some dancing!
- Staff Baby Photos Quiz sheet - 120 sheets were sold and we found this a useful way to engage older pupils and raise awareness of the PTAFAs.

As a committee this year we decided our fundraising project would be to raise money for an outdoor seating area for our pupils and were pleased to be able to donate £1000 to school in June 2023.

Plans for future periods

It is intended that the Association will continue its regular planning and activity programmes in the new financial reporting period 2023/2024.

Adherence to Charities Commission NI Statutory Guidance

In the conduct of all its activities, the Association has regard for the public benefit requirements as set out in the Charities Commission Statutory Guidance.

I report on the accounts of the charity for the year ended 31 May 2023 which are set out on pages 7 to 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 65(1) of the Charities Act (Northern Ireland) 2008 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under charity law, and is eligible for independent examination, it is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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. The 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 a 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 (Northern Ireland) 2008;
- 2 That the accounts do not accord with those accounting records;
- 3 That the accounts do not comply with the accounting requirements of section 68 of the Charities Act (Northern Ireland) 2008 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland;
- 4 That there is further information needed for a proper understanding of the accounts to be reached.

INDEPENDENT EXAMINER'S STATEMENT

I can confirm that I am qualified to undertake the examination because I am a registered member of the **Chartered Accountants Ireland** which is one of the listed bodies.

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.

A handwritten signature in black ink, appearing to read 'Fionn McEvoy', written over a horizontal line.

Signed

Name: Fionn McEvoy

Date: 13/03/2024

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Annual Accounts and Financial Review

The Association has chosen to present annual accounts in Receipts and Payment Format as permitted by Charities Commission NI regulations.

A draft set of accounts were presented to the committee before being submitted to professional accounts for review.

The Accounts demonstrate the funds of the Association to be sufficiently in surplus to allow for the activities of the Association to continue without disruption.

At the end of the financial year, the total assets less liabilities of the Association stood at £2189, an increase from £1186 in the previous year.

Reserves Policy

The PTFAs Constitution, Clause 3.7 states, 'This clause enables the committee to allocate funds for particular purposes, or as reserves....the association maintains reserves to cover planned expenditure and to meet the kind of expenditure which may be required at short notice. However, reserves should not be built'. The modest balance at the end of year having been carried forward to 23/24 reflects this position.

Signed

J Wallace

Jessica Wallace
Trustee

Date 20/3/2024

Michelle Adair

Michelle Adair
Trustee

Date 20.3.24

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Please see below a summary of income and expenditure for the PTAFAs covering the period 1 June 2022 to 31 May 2023

Income	Income £	Expenditure £
Amazon Europe Core	288.66	
Christmas fair sales and stall income (21 stall holders)	896.42	404.34
ASDA community champs	500.00	
Year 8 party sales	1000.25	136.07
Quiz sheet sales	124.46	40.00
Parentkind membership fee		145.00
Fees (bank)		81.55
Transfer to BHS - Seat purchase gift		1000.00
Total	2809.79	1806.96
Profit for year	1002.83	
Opening balance brought forward from 22/23	1186.43	
Total opening balance 23/24 Cash at bank (as per bank statement at 31/8/23)	2189.26	

Statement of assets and liabilities at the end of the period:

Total Unrestricted Cash Funds available to the PTAFAs on 1 June 2023 are £2189.26
There are no liabilities to report.