

# **Pond Park Primary School PTA**

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

**For the period ended 30<sup>th</sup> June 2023**

**Charity Number: NIC108562**



## **Pond Park Primary School PTA Trustees' Annual Report for the year 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023**

### ***Purpose of the Charity***

The purpose of the Parent Teacher Association (PTA) is to advance the education of pupils in the school, in particular by:

- Developing effective relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The benefit which flows from improved relationships between home and school 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 and 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 Pond Park Primary School.

### ***Governance***

We work closely with the pupils' families and teaching and support staff for Pond Park Primary School. This both supports and compliments the work of our committee and volunteers and ensures that the views, requirements and concerns of all stakeholders can be fully realised. The PTA is governed by its Constitution which has been agreed and is adhered to by all members of the PTA committee.

### ***Trustees during this Reporting Period***

**Chair:** Nicola Parker

**Vice- Principal:** Eric McCleery

**Treasurer:** Stephen Patterson

### ***Activities during this Reporting Period***

The fundraising events held throughout the year included the half-term discos, Christmas Craft Fair & 12 days of Christmas Prize Draw and Summer Fun Day. In addition, we raised funds via commissions (easyfundraising and Amazon Smile), providing tea / coffee at sports days, second hand uniform sales, participating in Lisburn Fun Run and creating / selling personalised class tea towels. We also held a book fair which does not make profit but allows the school to purchase new books through the commission raised.

With the funds raised, we were able to provide support for the school community, including:

- £100 per class donation (P.1 to P.4) to buy materials and equipment the school budget cannot source;
- £150 to P.5 for Activity Based Learning;
- £740 Accelerated Reader prizes (pupil book tokens and class lunches);
- An Outdoor Classroom;
- A contribution towards the P7 leavers party and yearbooks; and
- A contribution towards providing a bear to each pupil celebrating the Queen's Platinum jubilee (payment made during this reporting period with bears issued during the previous reporting period - 2021/22).

### ***How the charity has mitigated any harm flowing from its purposes***

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

### ***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.

### ***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.

### ***Financial overview***

The PTA has no other assets or liabilities other than one bank account held in its name. We opened the period of account on 1<sup>st</sup> July 2022 with cash in the bank of £3,394.55. Income for the year totalled £11,127.32 and expenditure for the year totalled £9,458.24, leaving cash in the bank of £5,063.63 at the close of the period on 30<sup>th</sup> June 2023.

### ***Statement of thanks to the volunteers and supporters throughout the 2022/23 year***

The Chair of Pond Park Primary School Parent Teacher Association would like to thank everyone who supports our PTA activities, including:

- Mr Cherry (Principal);
- Mr McCleery (Vice-Principal);
- Miss Patterson (PTA Staff representative);
- Mrs Shanks (PTA Staff representative);
- All other teachers and ancillary staff and
- Our regular committee members and volunteers.

**Independent Examiner's report to the charity trustees of Pond Park Primary School PTA .**

I report on the accounts of the Trust for the year ended 30<sup>th</sup> June 2023 which are set out on the next page.

**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 Direction 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 your attention to.

Name	EMMA THOMPSON
	
Date	9/4/24

**POND PARK PRIMARY SCHOOL PTA**  
**FINANCIAL STATEMENT 1ST JULY 2022 TO 30TH JUNE 2023**

**RECEIPTS**

Commissions (easyfundraising / Amazon Smile)	£224
Sports Days (2021/22 & 2022/23)	£633
School Half-term Discos (October & February)	£3,589
Christmas Craft Fair	£2,146
12 days of Christmas Prize Draw	£1,230
Summer Fun Day	£1,579
Class Tea Towels (2021/22)	£1,299
Misc. (Incl. Lisburn Fun Run, Second Hand Uniform Sales)	£427
	<b>£11,127</b>

**PAYMENTS**

Accelerated Reader Prizes	(£740)
Petty Cash (P.1 to P.5)	(£1,350)
Outdoor Classroom	(£3,330)
P.7 BBQ and Yearbooks	(£905)
Jubilee Bears Contribution to PPPS (2021/22)	(£975)
Miscellaneous (Incl. tea/coffee/cups & netball grant transfer to PPPS)	(£891)
Lisburn Fun Run payment (2021/22)	(£906)
Subscriptions	(£140)
Bank Charges	(£221)
	<b>(£9,458)</b>

**Surplus of Receipts over Payments / (deficit) £1,669**

**ACCUMULATED FUND**

Balance as at 1st July 2022	£3,395
Surplus / (deficit) for the Year	£1,669
Balance as at 30th June 2023	<b>£5,064</b>

**REPRESENTED BY**

Bank Account (Main Account)	£5,064
	<b>£5,064</b>

**Other Assets**

None

**Liabilities**

None

Approved by the trustees on 15<sup>th</sup> April 2024 and signed on their behalf by:

**Nicola Parker**



Chair

**Stephen Patterson**



Treasurer