



Trustees' Report and financial statements for year ended 30th June 2024

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1. Legal and Administrative Details

Trustees

Name of Trustees	Ms Karen Smyth (Chairperson) Mrs Lisa McKeown (Hon. Treasurer) Ms Aine Fleming (Principal)
Charity name	St Anthony's Primary School Parent Teacher Association
Other names Charity is known by	St Anthony's Primary School PTA
Charity number	109038
Charity's principal address	St Anthony's Primary School 43 Fairway Larne BT40 2BG

The Trustees were co-opted by the PTA committee. They will hold their position until they stand down or are requested to stand down.

2. Trustee's Report

For the year ended 30th June 2024

The Trustees present their report and the financial statements for the year ended 30th June 2024. In preparing the financial statements for the charity the Trustees have adopted the disclosures required by The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015 issued by the Charity Commission for Northern Ireland in 2016. The financial statements comply with the Charities Act (Northern Ireland) 2008.

Structure, Governance and Management

Members of the PTA are parents/guardians of children attending the school, friends, teachers and all ancillary staff.

The management of the Association is vested in a committee.

The committee consists of the Chairperson, Vice Chairperson, Honorary Treasurer and Honorary Secretary together with other members.

The officers and the committee are elected annually at the Annual General Meeting held not later than 31st October each year.

Aims and Objectives

The goal of the Association is to advance the education of the pupils in the school. In furtherance of this goal the Association may:

- A. develop more extended relationships between the staff, parents and others associated with the school;
- B. engage in activities which support the school and advance the education of the pupils who attend it;
- C. provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine; and
- D. facilitate the above by organising social, educational and fund-raising activities

Achievements and Performance

This year we have continued to raise funds to further the educational opportunities for the children. We ran many of the “old favourites” again such as the Halloween Disco, Christmas Grotto and a Bingo Night. Our main fund-raising events this year was our Christmas Raffle and our Bingo Night held in the school. It was great to see our assembly hall packed out with lots of families and friends of the school. We hope this support continues in the following years!

We are a small but dedicated team. For the PTA to continue to raise its financial target year on year we need willing helpers-and lots of them! We are always seeking enthusiastic people with fresh ideas. All this fundraising would not be possible without support from our committee members.

Donations from the PTA this year were:

- P1 gifts
- P7 Leaver’s Hoodies
- Classroom supplies donations (£100 per classroom)
- Easter Egg Hunt
- Bouncy Castle hire for sponsored bounce in aid of Trocaire
- End of Year Treat Day

Karen Smyth

Chair of Trustees

3. Statement of Trustees' Responsibilities for the Financial Statements

The Trustees are required to prepare financial statements for each financial period which give a true and fair view of the state of affairs as at the end of the financial period and of the income and expenditure of the Charity for that period.

In preparing the financial statements the Trustees are required to:

- ensure compliance with the Charity's governing documents and current statutory requirements;
- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless this inappropriate.

The Trustees are responsible for keeping proper accounting records which 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 (Accounts and Reports) Regulations (Northern Ireland) 2015. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. Statement of Financial Activities

(Including an Income and Expenditure Account and Balance Sheet)

For the year ended 30th June 2024

Fundraising Activities

The PTA's principal income stream is the income made from running social events for the parents and children of St Anthony's School. The PTA has no investments other than cash at bank. We budget to donate all of our profit to St Anthony's Primary School, and the funds held in reserve are modest and are required for funding the events we run. The Trustees have therefore considered it prudent that funds should be retained as cash and held in a bank account at the best rate of interest available.

Financial Review

The accounts contained in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP, 2006) and with relevant companies and charities legislation and regulations. The receipts and payments method has been adopted in the preparation of the financial statements. The Statement of Financial Activities shows our gross income from all sources and how this income was expended. Given the continuing difficult economic climate, this year the PTA decided to run fewer events and to concentrate on those which benefit from the most active support of the parents. The year to 30th June 2024 ended with a surplus after donations of £1,106.41. The PTA Committee has decided to maintain the same strategy for the 2024-25 period, a reflection of the fact that many are suffering from a reduction in disposable income caused by the cost of living crisis. Our working reserves are £2,633.53.

Income and Expenditure

Total income for 2023/24 was £2,506.94. Our expenditure was £1,400.53. All expenditure was incurred on the activities undertaken to generate funds and our donations to school activities. All PTA officers and members give their time freely and so no funds have been expended on governance of the charity. We are not required to submit our accounts for external audit. Instead, the accounts are currently being independently reviewed by a PTA member, Mrs Elaine Stewart of Ulster University, who has also generously offered her time to us at no charge.

A breakdown of income and expenditure is provided in the summary of accounts below.

Balance Sheet

The balance sheet included in the accounts shows the healthy financial position of the charity on 30 June 2024. Total net assets at the year-end were £2,633.53, made up of all cash. The PTA's financial position remains strong and the charity is well placed to meet its current commitments.

Lisa McKeown
Hon Treasurer

Summary of Accounts

		£	£	£
Opening Balance				
Balance	Account balance as at 01/07/2023			1,527.12
Income Received				
Sep-23				
07/09/2023	PTA Fundraising - Raffle tickets Fun Day 2023		222.00	
02/09/2023	PTA Fundraising - PTA Boxes loose coin from School		23.44	
Total		Sep-23	245.44	
Oct-23				
28/10/2023	PTA Fundraising - Halloween Disco		157.50	
Total		Oct-23	157.50	
Nov-23				
11/11/2023	PTA Fundraising - Pub Quiz		107.00	
Total		Nov-23	107.00	
Dec-23				
03/12/2023	PTA Fundraising - Toy Sale		200.50	
05/12/2023	PTA Fundraising - Christmas Grotto		220.50	
19/12/2023	PTA Fundraising - Christmas Raffle		985.00	
Total		Dec-23	1,406.00	
Apr-24				
26/04/2024	PTA Fundraising - Pub Quiz		150.00	
Total		Apr-24	150.00	
May-24				
23/05/2024	PTA Fundraising - Bingo		340.00	
Total		May-24	340.00	
Jun-24				
24/06/2024	PTA Fundraising - Cash Call		101.00	
Total		Jun-24	101.00	
Total Income Received				2,506.94

Outgoings			
Sep-23			
08/09/2023	Cash Box with lock	18.38	
13/09/2023	PTA Donation - P1 Gift Bags	12.50	
29/09/2023	Fundraising Expenses - Halloween Treat Bags, AGM Biscuits, Wrapping paper	23.27	
30/09/2023	Fundraising Expenses - Halloween Treat Bags	11.92	
Total			Sep-23 66.07
Oct-23			
05/10/2023	Fundraising Expenses - Halloween Disco(cups/balloons)	20.48	
05/10/2023	AGM Expenses - AGM Tea/Coffee	6.42	
05/10/2023	Fundraising Expenses - Halloween Prizes	7.00	
28/10/2023	Fundraising Expenses - Halloween Decorations	10.25	
Total			Oct-23 44.15
Nov-23			
08/11/2023	Fundraising Expenses - Christmas Biscuits	29.50	
17/11/2023	Fundraising Expenses - Raffle Tickets	45.00	
23/11/2023	Fundraising Expenses - Raffle Tickets	30.00	
24/11/2023	Fundraising Expenses - Toy Safe Biscuits	3.75	
25/11/2023	Fundraising Expenses - Grotto Backdrops	16.00	
Total			Nov-23 124.25
Dec-23			
03/12/2023	PTA Donation - £100 Classroom Supplies	400.00	
11/12/2023	Fundraising Expenses - Raffle Tickets	30.00	
Total			Dec-23 430.00
Mar-24			
08/03/2024	PTA Donation - Egg hunt Eggs	41.40	
20/03/2024	PTA Donation - Bouncy Castle for Treasure Sponsored bounce	120.00	
26/03/2023	PTA Donation - Flowers Ms Fleming	48.00	
Total			Mar-24 209.40
Apr-24			
02/04/2024	Admin Fees - Annual membership of Parentlink	109.00	
26/04/2024	Fundraising Expenses - Raffle Prizes (Quiz Night)	13.37	
28/04/2024	PTA Donation - PT Leavers Hoodies	190.00	
Total			Apr-24 312.37
May-24			
20/05/2024	Fundraising Expenses - Bingo Prizes/Food	39.90	
21/05/2024	Fundraising Expenses - Bingo Prizes	30.00	
22/05/2024	Fundraising Expenses - Bingo Raffle Prizes	52.19	
Total			May-24 122.09
Jun-24			
04/06/2024	PTA Donation - Treat Day Popcorn & Slushies	100.00	
Total			Jun-24 100.00
	Total Outgoings		1,400.53
Closing Balance as at 30/06/24			2,433.53

5. Independent Examiner's Report

I report on the accounts for the year ended 30th June 2024.

Respective responsibilities of 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.

Name: Mrs Elaine Stewart

Relevant professional qualification or body: Senior Lecturer Accounting.

Address: 1 The Woods Corner, Larne, BT40 1FN

Date: 1st November 2024