

Independent Examiner's Report to the Trustees of St Joseph's Catholic Primary School PTA

I report on the accounts of the charity for the year ended 31st August 2024.

Respective responsibilities of trustees and examiner

The charity's 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 the 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Jennifer DeRosa

Relevant professional qualification or body (if any): Chartered Institute of Public Finance and Accountancy (CIPFA)

Address: 29 Astra Close, Hornchurch, Essex, RM12 5NJ

Date: 09/06/2025

Treasurer's Report

St Joseph's PTA for the academic year ending 31st August 2024

Committee Members during the year to 31st August 2023

Keith Mager – Chair, **Lauren Kent** – Co-Vice Chair, **Laura French** – Co-Vice Chair, **Vickie Phillips** – Treasurer, **Leanne Mager** – Secretary, **Theresa Cassidy** – Health and Safety.

The committee was updated at the AGM in November 2023, we thank Mrs Mager who did not stand for re-election of Chair but stood and was elected as Secretary. We pay particular thanks to outgoing Secretary Mrs Taylor for her invaluable contributions during 2023/24.

The purpose of the PTA is to provide exciting events and experiences for the Children and to raise funds to donate back to St Joseph's Catholic Primary School to enrich the lives of all the Children (now and future) who attend the school. The previous PTA committee had reduced significantly during Covid and the resulting lockdowns and eventually it was left to a single committee member to plan and deliver the events. The ongoing aim of the PTA committee is to provide events whilst learning to understand and gauge how successful each event / fundraising campaign would be to strengthen fund raising capabilities for future years.

Income / Expenditure report

	23/24
Income	
Events	14,968.03
Honesty Box	164.24
Lottery	1,475.07
Southend Bands	9,544.00
Miscellaneous	-
Donations	96.62
Total Income	26,247.96
Expenditure	
Events	8,810.36
Honesty Box	87.50
Insurance	153.00
Lottery	-
Donation to St Joseph's	-
Southend Bands	6,300.00
Miscellaneous	395.74
Bank Charges	21.49
Total Expenditure	15,768.09
Total Cash added to Charity	10,479.87

Cash position of the Charity

Opening cash held at bank (01/09/23)	13,382.64cr
(+) income received	26,247.96cr
(-) expenses	15,768.09dr

Closing cash at bank (31/08/23)

23,862.51cr

Events financial breakdown

The PTA held several events during the academic year, with great success both from a morale point of view and a fundraising one. The events and other fundraising campaigns increased the Charities cash position by **£10,479.87**.

The Charity uses the cash accounting method of recording activities, and during the 23/24 academic year cash of £3,929.67 was deposited relating to 22/23 academic year events, and purchases of £118.69 were made in respect of 24/25 academic year events.

Event Year	22/23	23/24	24/25	Grand Total
Bounce Day	0.00	213.65	0.00	213.65
Christmas - Art campaign	0.00	(117.79)	0.00	(117.79)
Christmas Jumper Day	0.00	(76.00)	0.00	(76.00)
Christmas Party	0.00	(341.17)	0.00	(341.17)
Christmas Wrap	0.00	(201.30)	94.81	(106.50)
Cultural day	0.00	(95.13)	0.00	(95.13)
Donations	0.00	(96.62)	0.00	(96.62)
Easter Raffle	0.00	(246.30)	0.00	(246.30)
Fathers Day Wrap	0.00	(476.04)	11.08	(464.96)
General Purchases	0.00	395.74	0.00	395.74
Honesty Box	0.00	(76.74)	0.00	(76.74)
Insurance	0.00	153.00	0.00	153.00
Leavers Hoodies	0.00	280.00	0.00	280.00
Leavers Mass	0.00	229.17	0.00	229.17
Lottery	0.00	(1,475.07)	0.00	(1,475.07)
Mad March Hair	0.00	(102.28)	0.00	(102.28)
Mothers Day Wrap	0.00	(668.70)	12.80	(655.90)
My Childs Art - Tea towells	0.00	5.99	0.00	5.99
Refreshments	0.00	66.46	0.00	66.46
Southend Bands	(2,924.03)	(319.97)	0.00	(3,244.00)
Sponsored Fun Run	0.00	(342.12)	0.00	(342.12)
Summer Fete	(1,005.64)	(2,958.04)	0.00	(3,963.68)
Wear what you love disco	0.00	(434.33)	0.00	(434.33)
World book day	0.00	32.70	0.00	32.70
Wristbands	0.00	(18.00)	0.00	(18.00)
Grand Total	(3,929.67)	(6,668.88)	118.69	(10,479.87)

Events information

- **Christmas Party** (December 2023) was attended by 171 Children at £6.50 per ticket; compared to attendance of 157 in the previous year.
- **Christmas Wrap** (December 2023) sold 446 gifts at £2.50 per gift. Compared to 519 gifts sold the previous year, however the cost per gift was increased from £2.00 to recognise the increase in costs of purchasing the gifts.
- **Wear what you love disco** (February 2024) was a new initiative this year, and made £434.33 profit, and had 139 attendees at £5 per ticket. Unlike the Christmas party, the Wear what you love disco was purely just a disco, with some drink refreshments but no gifts

- **Mother's Day Wrap** (March 2024) sold 388 gifts at £2.50 per gift. Compared to 398 gifts sold the previous year – the price per gift was increased to £2.50.
- **Easter Raffle** (March 2024) was very successful and made a profit of £246, with very little outlay, however an enormous amount of work was put in to obtain all the donations. The previous year we ran an Easter Egg Hunt which only made £20 profit.
- **Sponsored fun run** (May 2024) – 27 sponsor sponsorship forms were returned with an average sponsorship of £25 (compared to 57 sponsorship forms the previous year).
- **Father's Day Wrap** (June 2024) sold 369 gifts at £2.50 per gift. Compared to 376 gifts sold the previous year – the price per gift was increased to £2.50.
- **Year 6 leavers** (July 2024) of the £509.17 donated by the PTA £280 was a contribution to leavers hoodies and the remainder was for refreshments for the Mass – an increase of £50 on the previous years Year 6 donations.
- **Frozen Friday** (various) was not operated during 23/24, however in 22/23 it made a surplus of £78.50, so this is something to consider for 24/25.
- **General Purchases** of £395.74 relates to the purchasing Sum Up Machines for all events (as we try to move towards a more cashless environment), an Airpot for refreshment sales and storage boxes to replace broken ones in the PTA garage.
- **Lottery** had an average of 64 tickets being played, compared to 73 in the previous year. The Lottery scheme needs to be pushed again via comms.

Events with significant notes

- **Summer Fete** (July 2024) – Footfall of 432 with an approx. average spend of £19 per person. Despite very wet weather, and a very last-minute change to the wet weather plan, the event made almost £4000, £500 more compared to 22/23, with a huge decrease in footfall (755 in 22/23). On reflection, this was largely due to no bouncy castles on site (which have an all-you-can-jump pricing structure so can deter visitors from spending on other games and activities) and the addition of a 'change station' where we provided change for notes and from card payments, which certainly encouraged the higher spend per person. There was some match funding received (worth around £450), however this could be much more lucrative in future with forward planning and better management of the scheme.
- **Southend bands** – As per our agreement Betty's Bits and Bobs retained £300 (profit of £6.00 on the first 50 wristbands they sold on our behalf).
- The PTA usually buy at £12 and sell at £18; Adventure Island in previous years had given charities the opportunity to purchase bands twice in a year, so we could buy some, and then buy more if demand allowed they also had a 2 year expiry date on them. For 23/24, Adventure Island changed the offer, so we only had 1 opportunity to buy, the expiry date was just 1 year (more like 10 months by the time we actually got them and they were being sold); but the biggest issue was Adventure Island's own promotions of their annual wrist bands, which at one point they were doing for £30. They ran this promotion several times in the year, and our sales were slow, much slower than before.
- This was also hindered by other local PTA's selling for £15 – we stood strong at £18 given our presence in Betty's Bits and Bobs, but then eventually had to reduce the price. Unfortunately, another local PTA reduced theirs to £12 (cost price), and we had no option but to protect the funds of the charity (to ensure we weren't left with any as that would have meant a £12 loss per band) and do the same. This meant that our average selling price was £13.24, meaning just **£1.24** profit per band, we had agreed to pay Betty's Bits and Bobs £300 commission for them selling the bands, which meant that our profit for this year was only

£319, compared to last years nearly £3000. Considering this, it has been decided that despite the *potential* fundraising capability of this campaign, the PTA will **not** be purchasing any bands in 24/25.

- **Tea Towels design campaign** – This was designed as an end of year fundraiser for parents to purchase personalised items that included hand drawn portraits of their children; however, due to a mis-communication with the School, not all of the art work was returned to the PTA, and a request was made to not pursue any of the initiative as it didn't include all the Children.

Weather – caused us numerous issues – not only for the Summer Fete, but also on Bounce day, which was postponed twice and then cancelled; the sponsored fun run and sports day were also affected; and unfortunately this had an impact on sponsorships, which decreased from £1300 to £350 – 57 sponsorship forms were received last year, compared to only 27 this year. Bounce day also made a loss refreshments purchased for resale going to waste as the event was cancelled last minute.

Income outstanding

As the accounts are prepared on a cash basis, some income relating to 22/23 events has been received during the 23/24 academic year, mostly relating to Southend Bands and the Summer Fete, this will be recorded in the 23/24 accounts.

Gift aid was reclaimable on the sponsored fun run and donations received at the Summer Fete held in 22/23 and 23/24, these events will be included on the return to HMRC which will be processed in the academic year 24/25. The delay in reclaiming this has been due to wanting to do fewer returns, and after the sponsored fun run was delayed during 23/24, it was decided to wait until the sponsored event in 24/25 and then make a claim of all outstanding Gift Aid. Gift Aid must be claimed within 4 years of the end of the financial period in which the donation was received. Cash donations under the Gift Aid Small Donations Scheme, must be claimed within 2 years of the end of the tax year in which the donations were collected.

There is an outstanding invoice to Griffin of £610.00 for sponsorship and donations from PTA Advertising Boards, which as of February 2025 has not been paid. Leading us to question whether to attempt to engage with Griffin in future.

Donation to St Joseph's Catholic Primary

The PTA have donated £4250 to provide swimming lessons to Years 3,4,5 and 6, which was very well received by all the children; we have also pledged to donate towards trips to those years who didn't get the benefit of the swimming. The PTA are also donating the cost of the pantomime at Christmas, and last year made donations of just over £500 towards the Leavers Hoodies and their Leavers Mass.

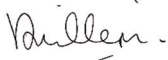
We are working closely with Miss Saul for other immediate projects which the PTA could fund, as well as larger projects which we can fundraise towards.

Thanks

The PTA are grateful to Miss Saul, Mrs Staples and the Teaching staff (notably Mrs Tapatau for her support at the Summer Fete) for so generously volunteering their time to help with PTA advice and events, finally we send our wholehearted thanks to all the parents, friends and family and Children of

St Joseph's Catholic Primary school without whom, the PTA wouldn't be able to deliver the events and experiences that we do.

Prepared by:

A handwritten signature in black ink, appearing to read 'Vickie Phillips', with a horizontal line underneath.

Vickie Phillips

PTA Treasurer

05th June 2025