



Offham PTFA - Chairs Report 2022 - Becky Simmons

Thank you so much for coming along to our AGM, I hope you have enjoyed the refreshments, and getting to have a proper look inside the new pod!

I'm sure you've heard the story about how the school rescued the pod from going to landfill. They have done a great job renovating it & it looks fantastic today! The only thing missing is a toilet block which would really transform the usability of the pod & make it easier to hire out to other community groups and clubs (which would help the school earn an extra income). So, I'm really pleased to announce that over the summer holidays we secured a £6k grant from the NFU so that the school can now afford to add this facility to the pod. Special thanks to Sarah H who pulled it all together.

For those of you who are new, the PTFA is the Parents Teachers & Friends Association for Offham School. We are a registered charity, but we are essentially a group of volunteers who arrange fundraising events for the school. We like to do this in fun ways so that the children enjoy themselves at the same time as fundraising for their school. This means that we run fun events like school discos, summer fetes, colour runs & competitions.

We spend our fundraising money on things that the school want & need for the children. Sometimes we work to raise money for big projects like new laptops & ipads, or refurbishing the playground. But the little things are really important too, so we have funded things like stationary, art equipment, toys for the playground, and treats for the children (eg sweets and icecreams at the annual pantomime trip).

When a family joins Offham School they automatically become members of the PTFA, and we would love for everybody to join in as much as they can do. As well as raising money, its these extra curricular events that really bring the school together as a community & create some fantastic memories for our children.

For the past year the PTFA has been run by a committee of 5 trustees, who are all parents at the school and have volunteered their time & expertise. I would like to take this opportunity to say a really big thank you to **Ellie, Claire, Sarah L & Sarah H.** It's not been the easiest year as we suffered from the tail-end of covid, which lead to lots of last minute change of plans with the events we held this time last year. But I'm confident that this year will truly be "back to normal"!

I'd also like to say a huge thank you to **all the parents and school staff members** who have joined in and supported us. It would be impossible to run these events without everybody chipping in to run games & stalls, do face painting and glitter tattoos, serve drinks, man the first aid desk, & dress up as Halloween zombies!

Some parents have really gone over & beyond this year – so I'd particularly like to thank **Rachael** for all her enthusiasm, especially with the raffle. I'd like to thank **Will** for all his hard work pulling together the summer fete at short notice, and **Emma & Katie** for all the hours they've spent sorting out the 2nd hand uniform.

I totally understand that not everybody has the luxury of time to be able to help with our events, but we really appreciate your involvement in other ways – thank you for buying raffle tickets, donating prizes, & participating in non-uniform days.

Whilst we are officially a separate entity from the school, in reality we rely on each other, and are grateful for all the support we get from the school. Thank you to **Mrs John** for supporting all our ideas! Thank you to **Mr Cook** for being so enthusiastic & helping us liaise with the other teachers. Huge thanks to **Ms Pirson** in the kitchen for cooking all the food for events such as discos, and also to **Mr Salter & Mrs Mason** in the school office whose help we always appreciate.

Sarah will tell you a bit more about the financial side of our year, but I'd like to mention that we have not spent all the money that we raised last year, so I'm looking forward to liaising with the new committee to pass over these funds and come up with some exciting new ideas and projects to finance.

2) Sarah Letten – **Treasurers Report**

3) We usually **appoint an independent examiner** to check our annual accounts, but this may not be necessary this year as our annual income did not exceed the threshold.... But we will double check this & if anyone has any basic finance experience & would be willing to help us out with this it would be most appreciated.

4) **Minutes of 2021 AGM** – Are available around the room, so please feel free to read them, and if you were there please can you sign to confirm they are correct.

5) **Future fundraising**

- School Disco – Thursday 3rd November
- Secrets Room – Monday 5th December

Happy to consider all ideas! Sarah – Fireworks..... Emma & Erica – Quiz Night

Please sign up if you can help plan the events, or just help out on the day.

Also a sign up sheet for the PTFA whats app group

6) **Election of new committee members**

As I mentioned earlier, everyone is a member of the PTFA but we need to have a committee who are in charge of the day to day admin. The committee is changed every year, so last years committee are all now officially resigned and now we can vote for our new committee.

I've only had 2 formal nominations, so no need to have a formal vote

- Claire Molyneux & Cia Merrell – Ordinary members

The empty positions are: Chair, Vice Chair, Treasurer, Secretary & more Ordinary Members. We are also allowed to make up special committee roles if anyone wants to commit to just a certain aspect – eg social media, posters, summer fete, 2nd hand uniform etc.

Is anybody willing to put themselves forward?

I'd like to make it clear that “being on the committee” does not mean that you've committed yourself to helping at every event and being in charge of running everything. We just need an official committee so that the PTFA can continue as a

registered charity. Lots of support is available from people who've been on the committee before – so you really won't be thrown in at deep end!

Going forward I think we will have a lot of sub-committees of people who want to volunteer to help plan an individual event. For example a couple of parents came up to me on the playground this week and asked if they could organize a quiz night for the PTFA this year.

7) **Any Other Business?** – anything anyone wants to raise or suggest?

8) **Date of next meeting?** - TBC by the new committee...

PTFA AGM – Friday 7th October 2022

Sign in Sheet

[illegible]

Offham School PTFA Accounts

Income and Expenditure Account

2021/22

Income

Money In

33413.46

Total Income

33,413.46

Expenditure

Money Out

11654.61

Total Expenditure

11,654.61

Surplus / (Deficit)

21,758.85

Balance Sheet

2021/22

Current Assets

Current Account

33,034.91

Business Reserve

11.15

Petty Cash

370.97

Other 1

Other 2

Total Current Assets

33,417.03

Liabilities

Liability 1

0

Liability 2

0

Total Liabilities

0

Net Assets	33,417.03
Reserves	
2021/22 Surplus / (Deficit)	21,758.85
Reserves B/Fwd	11,621.43
Total Reserves	33,417.03
Error	

2020/21	2019/20	2018/19
10,843.66	18,672.54	62,266.11
10,843.66	18,672.54	62,266.11
15305.44	19519.7	100,617.97
15,305.44	19,519.70	100,617.97
-4,461.78	-847.16	-38,351.86
2020/21	2019/20	2018/19
11,276.06	15,740.50	15,367.11
11.14	11.13	11.11
334.23	30.93	23.55
11,621.43	15,782.56	15,401.77
0	0	0.00

11,621.43	15,782.56	15,401.77
-4,461.78	-847.16	-38,351.86
15,782.56	15,401.77	53,180.04
11,621.43	15,782.56	15,401.77
0	0.00	0.00

2017/18

46,957.02

46,957.02

30,154.80

30,154.80

16,802.22

2017/18

53,180.04

0.00

0.00

53,180.04

0.00

53,180.04

Offham PTFA 2021 - 22 Accounts
BANK RECONCILIATION

[illegible]

Offham PTFa 2021-2022 Accounts
BANK RECONCILIATION

IN	DATE	FROM	3341346	AMOUNT	METHOD	PRODE	Reference
	14 September 2021	ParentPay - Break the Rules Day		50.00 Online		YSL Email 6/9/21	N63
	15 September 2021	ParentPay - Break the Rules Day		9.85 Online		PP Statement 1-7 Sept	N62
	15 September 2021	Jo Payne - Historical Uniform Sales (new)		757.75 Cash		Email from Jo Payne 15/9/21	N61
	15 September 2021	Jo Payne - Historical Uniform Sales (secondhand)		35.25 Cash		Email from Jo Payne 15/9/21	N64
	21 September 2021	Your School Lottery		7.50 Online		YSL Email 20/9/21	N65
	21 September 2021	ParentPay - 2nd Hand Uniform		25.81 Online		PP Statement 8-14 Sept	N66
	28 September 2021	Your School Lottery		7.50 Online		YSL Email 27/9/21	N67
	28 September 2021	ParentPay - 2nd Hand Uniform		81.71 Online		PP Statement 15-21 Sept	N68
	5 October 2021	Your School Lottery		81.70 Online		YSL Email 4/10/21	N69
	5 October 2021	ParentPay - Colour Run & Uniform		198.91 Online		PP Statement 22-28 Sept	N10
	12 October 2021	Your School Lottery		15.90 Online		YSL Email 11/10/21	N11
	12 October 2021	ParentPay - Colour Run & Uniform		1,161.96 Online		PP Statement 29 Sept - 5 Oct 2021	N12
	19 October 2021	Your School Lottery		8.20 Online		YSL Email 18/10/21	N13
	19 October 2021	ParentPay - 2nd Hand Uniform & Colour Run		230.25 Online		PP Statement 6-12 Oct 2021	N14
	26 October 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco		306.26 Online		PP Statement 13-19 Oct 2021	N15
	2 November 2021	Your School Lottery		57.60 Online		YSL Email 01/11/21	N16
	2 November 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco		567.21 Online		PP Statement 20-26 Oct 2021	N17
	4 November 2021	Easy Fundraising		18.37 Online		EPF email 4/11/21	N18
	4 November 2021	Halloween Takings		455.80 Cash		Customer Receipt	N19
	9 November 2021	ParentPay - Cake Sale & Uniform		13.70 Online		PP Statement 27 Oct - 2 Nov 2021	N20
	9 November 2021	Matched Funding for Colour Run		3,000.00 Online		CAF report	N21
	10 November 2021	Refund for High Ropes - 2046		128.00 Online		Message	N22
	10 November 2021	Refund for High Ropes - 2047		2,000.00 Online		Message	N23
	10 November 2021	Refund for High Ropes - 2048		2,000.00 Online		Message	N24
	11 November 2021	Advent window - DG Solutions		50.00 Online		Living Calendar spreadsheet	N25
	12 November 2021	Advent window - Veritas		50.00 Online		Living Calendar spreadsheet	N26
	13 November 2021	Advent - donation (Colognes)		5.00 Online		Living Calendar spreadsheet	N27
	15 November 2021	Advent window - LJ Bells		50.00 Online		Living Calendar spreadsheet	N28
	16 November 2021	Advent window - Eleven Cutlins		50.00 Online		Living Calendar spreadsheet	N29
	16 November 2021	ParentPay - Cake Sale & Uniform		23.84 Online		PP Statement 3 Nov-9Nov 2021	N30
	17 November 2021	Advent - donation (Wine)		5.00 Online		Living Calendar spreadsheet	N31
	17 November 2021	Advent window - Robert Moseley		50.00 Online		Living Calendar spreadsheet	N32
	22 November 2021	Advent window - The Wright Event		50.00 Online		Living Calendar spreadsheet	N33
	22 November 2021	Advent window - Tower Pictures		50.00 Online		Living Calendar spreadsheet	N34
	22 November 2021	Advent window - Tuffins Interiors		50.00 Online		Living Calendar spreadsheet	N35
	23 November 2021	Advent - donation (Rahoney)		5.00 Online		Living Calendar spreadsheet	N36
	23 November 2021	ParentPay - Elf workshop & Tea Towels		90.51 Online		PP Statement 10 Nov-16 Nov 2021	N37
	24 November 2021	Advent Window - West Malling Flowers		50.00 Online		Living Calendar spreadsheet	N38
	30 November 2021	Advent window - Kent Field		50.00 Online		Living Calendar spreadsheet	N39
	30 November 2021	ParentPay - Elf workshop & Tea Towels		463.71 Online		PP Statement 17-23 Nov 2021	N40
	1 December 2021	Advent window - Emily Day coaching		50.00 Online		Living Calendar spreadsheet	N42
	2 December 2021	Advent window - Kings Arms		50.00 Online		Living Calendar spreadsheet	N43
	3 December 2021	Advent window - Brock Cottage		50.00 Online		Living Calendar spreadsheet	N44
	7 December 2021	Your School Lottery		55.60 Online		YSL Email 06/12/21	N45
	7 December 2021	ParentPay - Elf workshop & Tea Towels		813.34 Online		PP Statement 24-30 Nov 2021	N46
	13 December 2021	Amazon Smile Donation		13.44 Online		Amazon Statement	N47
	14 December 2021	Advent - donation (Hales)		50.00 Online		Living Calendar spreadsheet	N48
	14 December 2021	ParentPay - Cake Sale, Uniform, Secrets Room, Cake sale		460.00 Online		PP Statement 1 Dec-7 Dec 2021	N49
	15 December 2021	Advent window - Design A Head		50.00 Online		Living Calendar spreadsheet	N50
	20 December 2021	Phoenix Press/Comic/Commission/Cashback		152.80 Online		Message	N51
	21 December 2021	Your School Lottery		7.80 Online		YSL Email 20/12/21	N52
	21 December 2021	ParentPay - Secrets Room & Tea Towels		315.11 Online		PP Statement 8 Dec - 14 Dec 2021	N53
	31 December 2021	CHO Label Painted & Cash - Elf workshop & Secrets room		257.75 Cash & Chq		NatWest Customer Receipt	N54
	30 December 2021	Your School Lottery		7.80 Online		YSL Email 29/12/21	N55
	30 December 2021	ParentPay - Secrets Room		11.40 Online		PP Statement 15 Dec-21 Dec 2021	N56
	5 January 2022	Your School Lottery		41.60 Online		YSL Email 04/01/22	N57
	1 February 2022	ParentPay - Tea Towels		9.85 Online		PP Statement 19-25 Jan 2022	N58
	6 January 2022	Advent sponsorship - CAF premier League		350.00 Online		Copy of voucher	N59
	24 January 2022	Donation - Yr 6 Leavers Fund		950.00 Online		Message confirmation	N60
	18 January 2022	ParentPay - Elf Workshops late payment		9.85 Online		PP Statement 5-11 Jan	N61
	21 January 2022	Your School Lottery		7.80 Online		YSL Email 10/01/22	N62
	8 February 2022	Your School Lottery		52.00 Online		YSL Email 07/02/22	N63
	18 February 2022	Easy Fundraising		16.56 Online		Email 16 Feb 2022	N64
	23 February 2022	Amazon Smile Donation		42.00 Online		Amazon Statement	N65
	8 March 2022	Your School Lottery		40.80 Online		YSL Email 07/03/22	N66
	22 March 2022	ParentPay - Pizza payments & Tea Towels		461.12 Online		PP Statement 9-15 March 2022	N67
	5 April 2022	Your School Lottery		40.00 Online		YSL Email 04/04/22	N68
	5 April 2022	ParentPay - Easter Egg Hunt Donations		17.71 Online		PP Statement 23-29 March 2022	N69
	12 April 2022	ParentPay - Easter Egg Hunt Donations		64.50 Online		PP Statement 30 Mar-5Apr 2022	N70
	27 April 2022	Cash - Easter Egg Hunt Donations		77.50 Cash		NatWest Customer Receipt	N71
	4 May 2022	Your School Lottery		36.80 Online		YSL Email 03/05/22	N72
	4 May 2022	ParentPay - 2nd Hand Uniform		4.80 Online		PP Statement 20 Apr-26 Apr 2022	N73
	6 May 2022	Leavers Books		1200.00 Online		Txt confirmation	N74
	9 May 2022	Amazon Smile Donation		24.01 Online		Amazon Statement	N75
	10 May 2022	ParentPay - 2nd Hand Uniform		31.51 Online		PP Statement 27 Apr-3 May	N76
	18 May 2022	May Day Chocolate Tombola		358.21 Cash		NatWest Customer Receipt	N77
	20 May 2022	May Day Cake sale & Tea Towels		110.75 Cash		NatWest Customer Receipt	N78
	20 May 2022	May Day Pizza		40.00 Cash		NatWest Customer Receipt	N79
	20 May 2022	Second Hand Uniform Sale		46.00 Cash		NatWest Customer Receipt	N80
	24 May 2022	ParentPay - 2nd Hand Uniform		14.76 Online		PP Statement 11 May - 17 May	N81
	26 May 2022	Yr 6 Party Donation		1000.00 Online		Txt confirmation	N82
	30 May 2022	Advent Calendar - Cash payments & Donations		55.72 Cash		NatWest Customer Receipt	N83
	31 May 2022	Your School Lottery		21.60 Online		YSL Email 26/05/22	N84
	7 June 2022	Your School Lottery		46.00 Online		YSL Email 06/06/22	N85
	8 June 2022	Second Hand Uniform		10 Cash		NatWest Customer Receipt	N86
	21 June 2022	ParentPay - 2nd Hand Uniform		2.96 Online		PP Statement 8-14 June 2022	N87
	28 June 2022	ParentPay - 2nd Hand Uniform		137.91 Online		PP Statement 15-21 June 2022	N88
	5 July 2022	Your School Lottery		36.80 Online		YSL Email 04/07/22	N89
	5 July 2022	ParentPay - Summer Fete Raffle Tickets		24.82 Online		PP Statement 22 June 2022-28 June 2022	N90
	5 July 2022	Second Hand Uniform		19.00 Cash		NatWest Customer Receipt	N91
	5 July 2022	Ice Lolly takings		87.19 Cash		NatWest Customer Receipt	N92
	5 July 2022	Colour Run Refreshments - takings		186.00 Cash		NatWest Customer Receipt	N93
	5 July 2022	Colour Run Dry Sales		155.50 Cash		NatWest Customer Receipt	N94
	5 July 2022	Colour Run Cash Sponsorships		759.00 Cash		NatWest Customer Receipt	N95
	5 July 2022	FA Premier League Christmas Donation		500.00 Online		Copy of CAF Company Account Voucher nu	N96
	6 July 2022	SumUp Fete Takings		61.32 Online		SumUp Payroll Report 05/07/22	N97
	12 July 2022	SumUp Fete Takings		82.42 Online		SumUp Payroll Report 12/07/22	N98
	12 July 2022	Parent Pay - 2nd Hand Uniform & Summer Fete Takings		173.33 Online		PP Statement 29 June - 5 July 2022	N99
	18 July 2022	Summer Fete - Scott & Sip commission		120.40 Online		Txt confirmation	N100
	18 July 2022	Summer Fete Takings		324.50 Cash		NatWest Customer Receipt	N101
	19 July 2022	SumUp Fete Takings		161.97 Online		SumUp Payroll Report 19/07/22	N102
	19 July 2022	ParentPay - Summer Fete Inflatables wristbands		74.84 Online		PP Statement 6 July - 12 July 2022	N103
	20 July 2022	Summer Fete - Pizza Van Commission - Sorens Pizza		44.00 Online		Txt confirmation	N104
	21 July 2022	Summer Fete - Drinks		33.00 Online		Txt confirmation	N105
	21 July 2022	Summer Fete - Drinks		36.00 Online		Txt confirmation	N106
	21 July 2022	Summer Fete - Charitable Donation		500.00 Online		CAF confirmation email 20 July 2022	N107
	26 July 2022	Summer Fete - Robert Moseley Sponsorship		300.00 Online		Txt confirmation	N108
	26 July 2022	ParentPay - Summer Fete Inflatables wristbands		36.44 Online		PP Statement 13 July - 19 July 2022	N109
	27 July 2022	SumUp Fete Takings		14.00 Online		SumUp Payroll Report 26/07/22	N110
	7 August 2022	Your School Lottery		36.80 Online		YSL Email 01/08/22	N111
	9 August 2022	Your School Lottery		6.80 Online		YSL Email 08/08/22	N112
	14 August 2022	Amazon Smile Donation		28.65 Online		Amazon Statement	N113
	18 August 2022	NFU Mutual Agency Giving Fund - Donation for toilet block in		6379.00 Online		Email confirmation from NFU	N114

Date	Description	Amount	Running
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	Opening Balance	334.23	
01/10/2021	Money from Xmas Trail last year	32	
09/17/2021	Uniform Sale on playground	68	Petty Cash
10/01/2021	Cakes & medical provisions	-56.26	Petty Cash
Oct 7, 21	Popcorn prize for winners	-7.00	Petty Cash

ReceiptRefererRunning Balance

		366.23
		434.23
Paydens &	Asda Rece	377.97
Asda receipt		370.97

5 April 2022	ParentPay - Easter Egg Hunt Donations	17.73
12 April 2022	ParentPay - Easter Egg Hunt Donations	64.50
27 April 2022	Cash - Easter Egg Hunt Donations	77.30
11 February 2022	Becky Simmons - Tesco - Easter Eggs	157.50

Online	PP Stateme	N69
Online	PP Stateme	N70
Cash	NatWest C	N71
online	Tesco rece	OUT36

TOTAL

Historical uniform income
Late payments from last years events
Secondhand Uniform
Amazon Smile
Easy Fundraising
Xmas Dinne
Panto

Ad hocs

11 February 2022
26 April 2022
20 December 2021

Ice Lolly sale

17 June 2022
5 July 2022

Donations

4 July 2022
15 March 2022

Fun activities

11 July 2022
19 July 2022
19 July 2022

912.16

793
9.85 break the rules day
109.31

Becky Simmons - Tesco - Easter Eggs	-157.50	online
Rachel Bushell - Donation to year 6 leavers party	-250.00	online
Phoenix Fireworks commission/cashback	152.90	Online

38.19

Becky Simmons - Ice Lollies for Ice Lolly Sale	-49.00	Online
Ice Lolly takings	87.19	Cash

Becky Simmons - Stationary Donation for School	-242.30	Online
Becky Simmons - materials for art sessions for school	-237.45	online

Jubilee Pottery Payment	-1507.50	Online
Becky Simmons - Ice Lollies for Last Day of Term	-12.50	Online
Becky Simmons - Ice Lollies for Sports Day	-16.35	Online

Tesco receipts	OUT36
Message	OUT42
Message	IN51

Copy of ASDA and Food Wareh	OUT 44
NatWest Customer Receipt	IN 92

Amazon order invoice	OUT 50
Amazon order invoice	OUT39

Manic Ceramic Ltd Invoice	OUT 57
Lidl receipt	OUT 62
Lidl receipts	OUT 63

Uniform Sales

Total

<u>DATE</u>	<u>FROM</u>
15 September 2021	Jo Payne - Historical Uniform Sales (secondhand)
21 September 2021	ParentPay - 2nd Hand Uniform
28 September 2021	ParentPay - 2nd Hand Uniform
5 October 2021	ParentPay - Colour Run & Uniform
12 October 2021	ParentPay - Colour Run & Uniform
19 October 2021	ParentPay - 2nd Hand Uniform & Colour Run
26 October 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco
2 November 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco
9 November 2021	ParentPay - Cake Sale & Uniform
16 November 2021	ParentPay - Cake Sale & Uniform
23 November 2021	ParentPay - Elf workshop & Tea Towels & Cake Sale & Uniform
14 December 2021	ParentPay - Cake Sale, Uniform, Secrets Room, Cake sale
4 May 2022	ParentPay - 2nd Hand Uniform
10 May 2022	ParentPay - 2nd Hand Uniform
20 May 2022	Second Hand Uniform Sale
24 May 2022	ParentPay - 2nd Hand Uniform
8 June 2022	Second Hand Uniform
21 June 2022	ParentPay - 2nd Hand Uniform
28 June 2022	ParentPay - 2nd Hand Uniform
5 July 2022	Second Hand Uniform
12 July 2022	Parent Pay - 2nd Hand Uniform & Summer Fete Takings
09/17/2021	Uniform Sale on playground

15 September 2021 Jo Payne - Historical Uniform Sales (new)

450.92

<u>AMOUNT</u>	<u>METHOD</u>	<u>PROOF</u>	<u>Reference</u>
35.25	Cash	Email from Jo Payne 15/9/21	IN4
£25.61	Online	PP Statement 8-14 Sept	IN6
£81.73	Online	PP Statement 15-21 Sept	IN8
1.97	Online	PP Statement 22-28 Sept	IN10
3.94	Online	PP Statement 29 Sept - 5 Oct 2021	IN12
9.85	Online	PP Statement 6-12 Oct 2021	IN14
5.91	Online	PP Statement 13-19 Oct 2021	IN15
25.61	Online	PP Statement 20-26 Oct 2021	IN17
7.88	Online	PP Statement 27 Oct - 2 Nov 2021	IN20
13.79	Online	PP Statement 3 Nov-9Nov 2021	IN30
12.80	Online	PP Statement 10 Nov-16 Nov 2021	IN37
10.68	Online	PP Statement 1 Dec-7 Dec 2021	IN49
4.93	Online	PP Statement 20 Apr-26 Apr 2022	IN73
31.51	Online	PP Statement 27 April-3 May	IN 76
46.00	Cash	NatWest Customer Receipt	IN 80
14.78	Online	PP Statement 11 May - 17 May	IN 81
10	Cash	NatWest Customer Receipt	IN 86
2.96	Online	PP Statement 8-14 June 2022	IN 87
13.79	Online	PP Statement 15-21 June 2022	IN 88
19.00	Cash	NatWest Customer Receipt	IN 91
4.93	Online	PP Statement 29 June - 5 July 2022	IN 99
68	Petty Cash	None	

757.75	Cash	Email from Jo Payne 15/9/21	IN3
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My School Lottery

631.50 Total

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>	<u>METHOD</u>
7 September 2021	Your School Lottery	50.00	Online
21 September 2021	Your School Lottery	7.50	Online
28 September 2021	Your School Lottery	7.50	Online
5 October 2021	Your School Lottery	47.50	Online
12 October 2021	Your School Lottery	15.00	Online
19 October 2021	Your School Lottery	8.10	Online
2 November 2021	Your School Lottery	57.60	Online
7 December 2021	Your School Lottery	55.60	Online
21 December 2021	Your School Lottery	7.80	Online
30 December 2021	Your School Lottery	7.80	Online
5 January 2022	Your School Lottery	41.60	Online
11 January 2022	Your School Lottery	7.80	Online
8 February 2022	Your School Lottery	52.00	Online
8 March 2022	Your School Lottery	40.80	Online
5 April 2022	Your School Lottery	40.00	Online
4 May 2022	Your School Lottery	36.80	Online
31 May 2022	Your School Lottery	21.60	Online
7 June 2022	Your School Lottery	46.00	Online
5 July 2022	Your School Lottery	36.80	Online
2 August 2022	Your School Lottery	36.80	Online
9 August 2022	Your School Lottery	6.90	Online

<u>PROOF</u>	<u>Reference</u>
YSL Email 6/9/21	IN1
YSL Email 20/9/21	IN5
YSL Email 27/9/21	IN7
YSL Email 4/10/21	IN9
YSL Email 11/10/21	IN11
YSL Email 19/10/21	IN13
YSL Email 01/11/21	IN16
YSL Email 06/12/21	IN45
YSL Email 20/12/21	IN52
YSL Email 29/12/21	IN55
YSL Email 04/01/22	IN57
YSL Email 10/01/22	IN62
YSL Email 07/02/22	IN63
YSL Email 07/03/22	IN66
YSL Email 04/04/22	IN68
YSL Email 03/05/22	IN72
YSL Email 30/05/22	IN 84
YSL Email 06/06/22	IN 85
YSL Email 04/07/22	IN 89
YSL Email 01/08/22	IN 111
YSL Email 08/08/22	IN 112

Colour Run

5592.54

<u>DATE</u>	<u>FROM</u>
5 October 2021	ParentPay - Colour Run & Uniform
8 October 2021	Emma Cuff - Medical Kit for Colour Run
8 October 2021	Tamsin Gillard-Moss Colour Run Refreshments
12 October 2021	ParentPay - Colour Run & Uniform
19 October 2021	ParentPay - 2nd Hand Uniform & Colour Run
26 October 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco
2 November 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright Night, Disco
9 November 2021	Matched Funding for Colour Run
5 July 2022	Colour Run Refreshments - takings
5 July 2022	Colour Run Dye Sales
5 July 2022	Colour Run Cash Sponsorships
10/01/2021	Cakes & medical provisions
Oct 7, 21	Popcorn prize for winners

Total

<u>AMOUNT</u>	<u>METHOD</u>	<u>PROOF</u>	<u>Reference</u>
196.94	Online	PP Statement	IN10
-12.00	online	Copy of Tesco	OUT2
-27.69	online	Tesco Receipt	OUT3
1,158.02	Online	PP Statement	IN12
220.23	Online	PP Statement	IN14
14.78	Online	PP Statement	IN15
4.93	Online	PP Statement	IN17
3,000.00	Online	CAF report	IN21
186.00	Cash	NatWest Cust	IN 93
155.50	Cash	NatWest Cust	IN 94
759.09	Cash	NatWest Cust	IN 95
-56.26	Petty Cash	Paydens & Asda Receipts	
-7.00	Petty Cash	Asda receipt	

Notes:

Colour Run to be held on 1st October 2021...

We already had dye in stock from the last event so no costs for dye this time

Sold out on dye sales (selling for £1 bag) Refreshments sold at event (50p - £1)

£80 taken from sponsorship to buy Asda bits & Paydens eyewash. £23.74 returned (£5

Anonymous Donor offered to match fund the donations

Kids were asked to raise minimum £5

Prize for class who raised the most money (Blue class raised £767) - Film & Popcorn aft

6.26 *spent*)

ernoon

Halloween Disco / Haunted School

960.59 Total

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>
4 November 2021	Halloween Takings	455.80
5 November 2021	Becky Simmons- Halloween Candy Bracelets	-6.00
5 November 2021	Becky Simmons- Halloween Witch Fingers	-3.16
5 November 2021	Becky Simmons- Halloween Sweet Bags	-4.45
5 November 2021	Becky Simmons- Halloween Slap Bands	-11.99
5 November 2021	Becky Simmons- Halloween Haribo Sweets	-31.43
5 November 2021	Becky Simmons- Halloween vegan/allergy Sweets	-2.78
5 November 2021	Becky Simmons- Halloween Tombola Balls	-9.99
5 November 2021	Becky Simmons- Halloween Haribo Sweets	-45.05
5 November 2021	Becky Simmons- Halloween Hairbands	-9.99
5 November 2021	Becky Simmons- Halloween gummy Fangs and lov	-10.61
5 November 2021	Becky Simmons- Halloween scratch art masks	-24.97
5 November 2021	Becky Simmons- Halloween Bouncy Balls	-15.99
5 November 2021	Becky Simmons- Halloween Disco Prizes - Choc Co	-7.91
5 November 2021	Becky Simmons- Halloween Bottles of Squash	-5.94
5 November 2021	Becky Simmons- Halloween team lanyards	-20.01
5 November 2021	Sarah Letten - Halloween soft drinks for parent he	-17.00
2 December 2021	School - Food for Halloween/Disco night	-90.08
26 October 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright M	285.57
2 November 2021	ParentPay - 2nd Hand Uniform, Colour Run Fright M	536.57

<u>METHOD</u>	<u>PROOF</u>	<u>Reference</u>
Cash	Customer Receipt	IN19
online	Copy of Poundland receipt	OUT4
online	Copy of Homebargains receipt	OUT5
online	Copy of Amazon order	OUT6
online	Copy of Amazon Order	OUT7
online	HomeBargains receipt	OUT8
online	ASDA receipt	OUT9
online	Copy of Amazon Order	OUT10
online	Haribo receipt	OUT11
online	Copy of Amazon Order	OUT12
online	HomeBargains receipt	OUT13
online	Copy of Amazon Order	OUT14
online	Copy of Amazon Order	OUT15
online	ASDA receipt	OUT16
online	ASDA receipt	OUT17
online	Copy of Amazon Order	OUT18
online	ASDA receipt	OUT19
online	Copy of invoice	OUT22
Online	PP Statement 13-19 Oct 2015	IN15
Online	PP Statement 20-26 Oct 2017	IN17

Secrets Room - Xmas shopping event

Total

<u>DATE</u>	<u>FROM</u>
14 December 2021	ParentPay - Cake Sale, Uniform, Secrets Room, Cake sale
21 December 2021	ParentPay - Secrets Room & Tea Towels
30 December 2021	ParentPay - Secrets Room
21 December 2021	CHQ-Label Planet & CASH - Elf workshop & Secrets room
6 December 2021	Becky Simmons - Room - volunteer refreshments
6 December 2021	Becky Simmons - Room - Stock
19 November 2021	Becky Simmons - Secrets room bottles to fill with sweets

589.76

<u>AMOUNT</u>	<u>METHOD</u>	<u>PROOF</u>	<u>Reference</u>
428.34	Online	PP Statement 1 Dec-7 De	IN49
3.94	Online	PP Statement 8 Dec - 14	IN53
11.82	Online	PP Statement 15 Dec-21	IN56
211.70	Cash & Chq	NatWest Customer Receipt	IN54
-11.80	online	Morrisons receipt	OUT24
-50.79	online	Aldo, Home Bargains & S	OUT25
-3.45	online	Home bargains receipt	OUT21

1

Xmas Events

Advent Total Elf Workshop Total

DATE	FROM
11 November 2021	Advent window - DG Solutions
12 November 2021	Advent window - Veriflo
15 November 2021	Advent - donation (Cologne)
15 November 2021	Advent window - LJ Betts
16 November 2021	Advent window - Devain Curtains
17 November 2021	Advent - donation (Wilson)
17 November 2021	Advent window - Ibbett Mosely
22 November 2021	Advent window - The Wright Event
22 November 2021	Advent window - Tower Pictures
22 November 2021	Advent window - Truffle Interiors
23 November 2021	Advent - donation (Mahoney)
24 November 2021	Advent Window - West Malling Flowers
30 November 2021	Advent window - Kent Field
1 December 2021	Advent window - Emily Day coaching
2 December 2021	Advent window - Kings Arms
3 December 2021	Advent window - Brock Cottage
14 December 2021	Advent - donation (Hales)
15 December 2021	Advent window - Design A Head
6 January 2022	Advent sponsorship - CAF premier League
30 May 2022	Advent Calendar - Cash payments & Donations

Elf Workshop

23 November 2021	ParentPay - Elf workshop & Tea Towels & Cake Sale & Uniform
26 April 2022	Eleanor Earnshaw - Elf Workshop expenses
30 November 2021	ParentPay - Elf workshop & Tea Towels
7 December 2021	ParentPay - Elf workshop & Tea Towels
21 December 2021	CHQ-Label Planet & CASH - Elf workshop & Secrets room
18 January 2022	ParentPay - Elf Workshops late payment

Panto

19 November 2021	Becky Simmons - Panto Sweet bags
6 December 2021	Becky Simmons - Panto Sweets
6 December 2021	Becky Simmons - PTFA stickers for Panto bags
13 December 2021	Becky Simmons - panto chocolates

Class presents

30 November 2021	Xmas present - Purple Class (Jay Mitten)
6 December 2021	Xmas present - Blue Class (Debbie Moon)
10 December 2021	Xmas present - Yellow Class (Jane Pegler)
10 December 2021	Xmas present - Red Class (Abby Lash)
14 December 2021	Xmas present - Orange Class (Becky Simmons)
17 December 2021	Xmas present - for class (Gemma Woodward)
20 December 2021	Xmas present - Rainbow class (Katie Saysall)

Christmas Lunch

6 December 2021	Becky Simmons - Napkins for Christmas Dinner
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1,170.72
918.83

AMOUNT	METHOD	PROOF
50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
5.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
5.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
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50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
50.00	Online	Living Calendar spreadsheet
350.00	Online	Copy of voucher
55.72	Cash	NatWest Customer Receipt

384.04	Online	PP Statement 10 Nov-16 Nov 202
-460.28	online	Receipts (Ikea, Homebargains, Po
256.02	Online	PP Statement 17-23 Nov 2021
689.20	Online	PP Statement 24-30 Nov 2021
40.00	Cash & Chq	NatWest Customer Receipt
9.85	Online	PP Statement 5-11 Jan

-20.28	online	EBay order invoice
-49.70	online	ALDI & Poundland receipts
-8.84	online	A4 labels invoice
-6.00	online	Poundland receipt

-50.00	Online	Mobile
-50.00	online	Entertainer order receipt
-50.00	online	Email & Amazon order invoice
-50.00	online	Email & Amazon order invoice
-50.00	online	Email & Amazon order invoice
-50.00	online	Amazon order invoice
-50.00	online	Amazon order invoice

-15.48	online	Poundstretcher receipt
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Reference

IN25
IN26
IN27
IN28
IN29
IN31
IN32
IN33
IN34
IN35
IN36
IN38
IN39
IN42
IN43
IN44
IN48
IN50
IN59
IN 83

IN37
OUT41
IN40
IN46
IN54
IN61

OUT20
OUT23
OUT27
OUT31

OUT64
OUT28
OUT29
OUT30
OUT32
OUT33
OUT34

OUT26

DATE

25 February 2022
23 November 2021
7 December 2021
1 February 2022
22 March 2022
30 November 2021
14 December 2021
21 December 2021

ganising - will will receive a commission from the sales....

Total 102.96

FROM	AMOUNT	METHOD
Class Fundraising - Tea Towels	-769.50	online
ParentPay - Elf workshop & Tea Towels & Cake Sale & Uniform	531.74	Online
ParentPay - Elf workshop & Tea Towels	126.05	Online
ParentPay - Tea Towels	9.85	Online
ParentPay - Pizza payments & Tea Towels	9.85	Online
ParentPay - Elf workshop & Tea Towels	147.71	Online
ParentPay - Cake Sale, Uniform, Secrets Room, Cake sale	19.69	Online
ParentPay - Secrets Room & Tea Towels	27.57	Online

<u>PROOF</u>	<u>Reference</u>
Class Fundraising Statement	OUT37
PP Statement 10 Nov-16 Nov 2021	IN37
PP Statement 24-30 Nov 2021	IN46
PP Statement 19-25 Jan 2022	IN58
PP Statement 9-15 March 2022	IN67
PP Statement 17-23 Nov 2021	IN40
PP Statement 1 Dec-7 Dec 2021	IN49
PP Statement 8 Dec - 14 Dec 2021	IN53

Summer Fete

		Total	3171.53			
DATE	FROM	AMOUNT	METHOD	PROOF	Reference	
5 July 2022	ParentPay - Summer Fete Raffle Tickets	24.62	Online	PP Statement 22 June 2022-28 June 2022	IN 90	
21 June 2022	Becky Simmons - Summer Fete raffle ticket printing	-50.82	Online	Raffle Tickets 4U confirmation/invoice	OUT 46	
28 June 2022	Becky Simmons - Summer Fete Drinks	-375.75	Online	Tesco Order confirmation/Receipt	OUT 47	
28 June 2022	Becky Simmons - Summer Fete Drinks	-30.00	Online	Food Warehouse Recetip (copy)	OUT 48	
28 Jun 2022	Rachel Lupton - Summer Fete Drinks	-40.00	Online	Iceland Receipt (copy)	OUT 49	
11 Jul 2022	Becky Simmons - Summer Fete drinks and Lollipops	-85.00	Online	Morrisons & Food Warehouse receipts	OUT 52	
11 Jul 2022	Becky Simmons - Temporary Events Notice Licence (Sum	-21.00	Online	TMBS/WorldPay Transaction Confirmation	OUT 53	
11 Jul 2022	Becky Simmons - Coin Collection Buckets	-20.99	Online	PDK Invoice I-28102	OUT 54	
11 July 2022	Cash Float for Summer Fete	-500.00	Cash	MISSING	OUT 56	
15 July 2022	Bellyflops Entertainments Hire - Summer Fete	-305.00	Online	Invoice	OUT 58	
18 July 2022	Becky Simmons - Summer Fete Equipment	-121.39	Online	Range, B&Q, Tesco, B&Q, ASDA, Poundstretcher receipts & Amazon invoice	OUT 59	
18 July 2022	Becky Simmons - Summer Fete Prizes	-42.62	Online	Amazon Invoice, B&M, Lidl, TJ Morris receipts	OUT 60	
18 July 2022	Summer Fete - Ben Mills - Band	-150.00	Online	Txt confirmation	OUT 61	
6 July 2022	SumUp Fete takings	41.31	Online	SumUp Payout Report 05/07/22	IN 97	
12 July 2022	SumUp Fete takings	82.62	Online	SumUp Payout Report 12/07/22	IN 98	
12 July 2022	Parent Pay - 2nd Hand Uniform & Summer Fete Takings	168.40	Online	PP Statement 29 June - 5 July 2022	IN 99	
18 July 2022	Summer Fete - Scoff & Sip commission	120.40	Online	Txt confirmation	IN 100	
18 July 2022	Summer Fete Takings	3246.50	Cash	NatWest Customer Receipt	IN 101	
19 July 2022	SumUp Fete Takings	191.97	Online	SumUp Payout Report 19/07/22	IN 102	
19 July 2022	ParentPay - Summer Fete inflatables wristbands	74.84	Online	PP Statement 6 July - 12 July 2022	IN 103	
20 July 2022	Summer Fete - Pizza Van Commission - Sommi Pizza	44.00	Online	Txt confirmation	IN 104	
21 July 2022	Summer Fete - Drinks	33.00	Online	Txt confirmation	IN 105	
21 July 2022	Summer Fete - Drinks	36.00	Online	Txt confirmation	IN 106	
21 July 2022	Summer Fete - Charitable Donation	500.00	Online	CAF confirmation email 20 July 2022	IN 107	
26 July 2022	Summer Fete - Ibbett Moseley Sponsorship	300.00	Online	Txt confirmation	IN 108	
26 July 2022	ParentPay - Summer Fete inflatables wristbands	36.44	Online	PP Statement 13 July - 19 July 2022	IN 109	
27 July 2022	SumUp Fete Takings	14.00	Online	SumUp Payout Report 26/07/22	IN 110	

May Day

		Total	468.96			
DATE	FROM	AMOUNT	METHOD	PROOF	Reference	
20 May 2022	May Day fee	-40.00	Online	Txt confirmation	OUT 43	
18 May 2022	May Day Chocolate Tombola	358.21	Cash	NatWest Customer Receipt	IN 77	
20 May 2022	May Day Cake Sale	110.75	Cash	NatWest Customer Receipt	IN 78	
20 May 2022	May Day Pizza	40.00	Cash	NatWest Customer Receipt	IN 79	

Amazon Smile

Total 128.10

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>	<u>METHOD</u>
13 December 2021	Amazon Smile Donation	33.44	Online
23 February 2022	Amazon Smile Donation	42.00	Online
9 May 2022	Amazon Smile Donation	24.01	Online
16 August 2022	Amazon Smile Donation	28.65	Online

<u>PROOF</u>	<u>Reference</u>
Amazon Statement	IN47
Amazon Statement	IN65
Amazon Statement	IN75
Amazon Statement	IN 113

Easy Fundraising

Total 34.93

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>	<u>METHOD</u>	<u>PROOF</u>
4 November 2021	Easy Fundraising	18.37	Online	EFR email
18 February 2022	Easy Fundraising	16.56	Online	Email 16 F

Reference

IN18

IN64

Offham School PTFA
Treasurers Report 2021/22

General Overview:

Balance at the beginning of the school year: £11,276.06
Income during the year: £33,413.46
Spending during the year: £11,654.61
Balance at the end of the school year: £33,034.91

Income:

Throughout the year money was raised through a variety of **events and fundraisers** providing the children of Offham School fun activities and treats during the first full year back at school after a succession of lockdowns during the covid pandemic. These have included sweets for the trip to the panto, class presents at Christmas, Jubilee celebration pottery and sports day ice lollies to name a few.

Donations and Grants continued to be a significant source of income including £850 from the Premier League and £3000 matched funding as well as an NFU Mutual Grant of £6,279 to enable toilets to be installed in the new school pod

PTFA events and fundraisers raised the following:

Halloween Event £960.59	Colour Run £5,655.80 (inc. £3,000) matched funding)
Fireworks sale commission £152.90	Easyfundraising £34.93
Elf Workshop £918.84	Amazon Smile £128.10
Secrets Room £589.77	Secondhand Uniform £382.92
Christmas Advent £1,170.73	Tea Towels £102.96
May Day event £468.97	My School Lottery £631.50
Summer Event £3,171.54	

Spending:

Spending was on running costs for events, equipment for the school and supporting events to enhance the experiences including:

Supplies for art sessions for school mural £237.45	Stationary donation for school £242.30
Panto Sweets £84.82	Year 6 Leavers Party Donation £250
Easter Eggs £157.50	Jubilee Pottery £1,507.50
Christmas Class Presents £350 (£50ea.)	PTFA Running Expenses £136
New Event Gazebo £952.08	

Future:

We have committed to the following Expenditure for 2022/2023:

Ipads - agreed to a 3 year contract £9467.10 (£3,155.70 per year, first year paid in 2021/22)
Pod facilities - provision for toilets for the pod from the NFU mutual grant for £6,379.00 (as mentioned above)