

PTA Chair's Annual Report 2023/2024

Welcome to this year's AGM. We had a wonderful fundraising year, with lots of great events and activities, which raised much needed money for the school. A big thank you to everyone involved who organised, volunteered and supported the PTA. We are still on the lookout for a Co-Chair, a Head of Events and Website Coordinator to join the PTA Committee and after more volunteers to get involved anyway they can.

Summary of the year

Looking back on the fundraising year, we kicked off the Autumn term with the fireworks night. This was a really well organised event, and despite the rain we had a fantastic evening with another brilliant fireworks display. This year we had a fire lighter display which was very entertaining – though there were some safety learnings.

The next big event of the term was our Christmas Fair called Tinsel Town. This was very successful so thank you to the Christmas Fair team. It was a magical afternoon and all the children had a fantastic time. We also held a number of other Christmas fundraisers such as the Christmas wreath workshop (which sold out and is proving to be a very popular event), Christmas tree sales and designing Christmas cards.

Moving into 2024, the first big event of the new year was the quiz night in early February. This was a great night and Mr Murtagh did a fantastic job as host. Thank you to all the PTA volunteers who helped – and a particular shout out to Jess for her great work in assembling the prizes for the raffle.

We then held our Spring Disco which was a huge success and a thank you to everyone who helped organise and to all the parents who volunteered at the event. We sold seed packs for Mother's Day, and held an Easter Cake Sale and 'guess the number of mini eggs in a jar' on the last day of term.

In the summer term we had our Paris(h) Olympic-themed summer fair. It was very wet and so we set up most of the stalls inside the school. Despite the dismal weather the event was a success and raised good money for the school. We had a summer raffle, and made drinks donations to Teacher's end of year staff social, year 6 leavers drinks and the new reception evening. Our inaugural Summer Soiree was moved to October (and is now the Autumn Party) due to a clash with the Reigate Pub in the Park which impacted sales.

Throughout the year we had our regular fundraisers such as the junior film nights (shout out to Abbie and Kate), cake sales (thank you Aimee), second hand uniform sales (thank you team), non-uniform days, and our party box hires.

Rob our Treasurer will provide a detailed financial breakdown for the year.

Objectives of the PTA

For the benefit of anyone attending their first PTA meeting I thought it would be helpful to provide some more information on the PTA.

The objective of the PTA is to organise events and activities that help raise funds for the school, enhance the school community and encourage parental participation within the school. We organise lots of different events and activities throughout the year, most of them are family events but we also put on events which are for children or parents only. We normally raise around £20-30k a year and the funds are spent directly by the school, split across year groups and used for many purposes. Everyone – parents, carers, grandparents, teachers and children of the school are automatically members of the PTA and anyone can volunteer to help. There are many different ways to get involved, from organising events, volunteering or joining the PTA committee.

PTA committee

We have an elected committee of Trustees who manage all aspects of the PTA. These positions are crucial and again are on a voluntary basis. The current committee comprises

Chair: Sam Woodward

Co-Chair: Vacant

Secretary: Monisola Akinyemi

Treasurer: Rob Reid

Head of Events: Vacant

Event Organisers: Jess Childs, Leanne Williams

Uniform Coordinators: Gill Reid, Jennifer Kennedy and Joanna Goddard

Website Coordinator: Sam Woodward

We have 3 vacancies we are looking to fill: a Co-Chair, a Head of Events and a Website Coordinator (now that Sam Woodward has also taken on the Chair role).

Looking ahead

Autumn is our busiest term with the Autumn Party, Fireworks Display and Christmas Fair taking place. We also have lots of Christmas events and activities, alongside our regular cake sales and film nights. We are on top of most of these events, with organisers and dates already lined up. As always we are on the lookout for more volunteers and people to get involved. Last year we struggled for volunteers at some of our events and relied on the same people volunteering on many slots. We are going to start hosting monthly PTA drinks to encourage more parents to attend, find out more about the PTA and hopefully volunteer. These drinks will also be useful for event planning and just for general PTA catch up. We will see how volunteer numbers fare during the year. We had discussed assigning a year group to organise each event and this is something we could still end up doing.

REIGATE PARISH CHURCH SCHOOL PTA

FINANCIAL ACCOUNTS - September 2023 - August 2024

FUNDRAISING EVENTS	Income	Expenses	Profit	Prior Year
AUTUMN TERM				
Juniors Movie Nights x2	£1,162	£0	£1,162	£814
Fireworks evening	£8,824	£5,225	£3,599	£5,090
Christmas Fair	£4,575	£1,637	£2,938	£3,687
Christmas cards	£487	£197	£289	£302
Christmas wreath workshop	£1,041	£987	£54	£107
Christmas trees	£1,821	£1,526	£295	£707
Christmas raffle	£830	£0	£830	£1,100
No uniform days	£923	£0	£923	£821
			£10,090	£12,629
SPRING TERM				
Parish PTA Quiz Night	£3,261	£1,068	£2,193	£3,046
Mothering Sunday Gifts	£195	£105	£90	-£203
Juniors Movie Night	£1,031	£0	£1,031	£405
Spring Disco	£1,499	£180	£1,319	£1,526
			£4,633	£4,953
SUMMER TERM				
Summer Fair	£3,468	£1,654	£1,814	£2,813
Juniors Movie Nights x1	£290	£0	£290	£736
Tea Towels	£648	£84	£564	£0
Summer Raffle	£735	£0	£735	£520
Ice Lolly sales	£239	£0	£239	£198
			£3,643	£4,325
ALL YEAR				
Pre-loved uniform sale	£565	£0	£565	£763
Party	£1,450	£400	£1,050	£0
Party box hire	£31	£0	£31	£122
The Giving Machine	£20	£0	£20	£0
Amazon Smile	£0	£0	£0	£252
Easy Fundraising	£156	£0	£156	£103
Donations	£718	£0	£718	£964
Cake sales	£1,220	£0	£1,220	£1,096
Gift Aid	£0	£0	£0	£0
Y6 Leaver events	£894	£1,220	-£325	-£259
Other income/expenses	£244	£550	-£306	-£1,105
			£3,128	£1,935
TOTAL EVENT PROFIT	£36,325	£14,832	£21,493	£23,842

ADDITIONAL	Income	Expenses	Profit	
From 2022-2023 Academic Year	£25	£265	-£240	-£371
For 2024-2025 Academic Year	-£1,450	-£400	-£1,050	£0
TOTAL	-£1,425	-£135	-£1,290	-£371

RPCPS INVOICES - SCHOOL ACTIVITIES & SPECIAL FUNDING	Credit Notes	Invoices	Sent	
RPCPS Invoices 2023-2024	£781	£20,389	-£19,608	-£20,483
RPCPS spent but not yet invoiced	£0	£0	£0	£0
TOTAL	£781	£20,389	-£19,608	-£20,483

2023 -2024 Academic Year	TOTAL	TOTAL	TOTAL INC / DEC	
OVERALL ACCOUNTING TOTALS	£37,131	£35,486	£1,645	£2,988

Opening cash	10,493	£7,515
Income in the year	37,131	£2,988
Expense in the year	(35,486)	
Cash in bank at end	12,138	£10,503

Note: the following balances were received and recognised in 23-24 for an event moved to 24-25

Summer Party moved to Autumn	Income	1,450
	Expense	(400)
		1,050



Section A

Independent Examiner's Report

Report to the trustees/
members of

Reigate Parish PTA

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1103371

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08/ 2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

RW Taylor

Date:

29/05/2025

Name:

Robert William Taylor

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

28 Reigate Road

Reigate

RH2 0QN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.