St. Vincent's Catholic Primary School

PTA Treasurer Report

Annual Financial Report 2023-2024

Starting Balance: £21,015.89 (includes transfer of £5,763.90 from savings account as per Louise Maher)

Event Income and Expenditure Overview:

Event/Category	Income	Expenditure	Total
Bag2School – Autumn	£ 230.00	£ -	£ 230.00
Uniform/Bake Sales – Autumn	£ 490.95	£ -	£ 490.95
Donations via PTA events – Autumn	£ 176.29	£ -	£ 176.29
Christmas Gift Shop	£ 3,463.26	£ 1,537.15	£ 1,926.11
Christmas Fair	£ 7,380.04	£ 1,120.44	£ 6,259.60
Disco	£ 2,181.39	£ 561.11	£ 1,620.68
Bag2School – Spring	£ 176.00	£ -	£ 176.00
Bake Sale/Uniform – Spring	£ 331.91	£ -	£ 331.91
Carnival of Dreams	£ 2,975.88	£ 942.62	£ 2,033.26
Donations via PTA events – Spring	£ 609.38	£ -	£ 609.38
EasyFundraising	£ 45.83	£ -	£ 45.83
Race Night	£ 1,913.33	£ 555.33	£ 1,358.00
Bag2School – Summer	£ 232.00	£ -	£ 232.00
Bake Sale/Uniform – Summer	£ 530.35	£ -	£ 530.35
Summer Fair	£ 11,454.00	£ 1,530.00	£ 9,924.00
Donations via PTA events – Summer	£ 207.67	£ -	£ 207.67

- Total Income: £32,398.28
- Total Expenditure: £6,246.65
- Net Surplus: £26,152.03

Donations to School:

Donation Category	Amount
Coaches for Sayers Croft, the IOW and reception school trip	£ 6,010.00
30 x New IPads for school – 2023	£ 9,974.18
Christmas Books	£ 432.00
Hardship Funds	£ 1,500.00
School Equipment – PA system for KS1 playground	£ 668.99
PTA Expenses and Equipment purchased including long overdue new BBQ, storage boxes, tablecloths and replacement trestle tables	£ 707.52
Easter Egg Hunt	£ 226.61
Year 6 Party	£ 128.70
Christmas Panto	£ 1,558.80
SATS Breakfast	£ 54.94
Alumni Dinner	£ 589.32

- Total Donations: £21,851.06

Ending Balance: £24,775.43

PTA Funds Reserve and Planned Donations

Balance Of Accounts As At 25/07/2024	Amount
Metro Bank	£ 24,775.43

Donation Category for 2024-2025 (estimation)	Amount
Coaches	£ 5,000.00
Hardship Funds	£ 1,500.00
School Counselor Sponsorship (1st year)	£ 3,250.00
Christmas Books, Rosaries, Easter Eggs, the Christmas Panto, SATs breakfast.	£ 3,000.00

Available Funds	Amount
Balance	£ 12,025.43

Grant Chik, Kamilla Whatling 29 Sept, 2024

Item	Expenses	Income	Profit
Uniform Sale			
Christmas Gift Shop			
Christmas Cards			
Christmas Fair			
Bags2School			
EasyFundraising			

Event/Category	Amount In	Amount In (Stripe)	Amount Out	Total
AGM	£ -	£ -	£ 39.49	-£ 39.49
Bags2School	£ 230.00	£ -	£ -	£ 230.00
Christmas Fair	£ 6,776.85	£ 2,271.12	£ 2,852.94	£ 6,195.03
Christmas Gift Shop	£ 3,391.97	£ -	£ 1,537.15	£ 1,854.82
Bake Sale/Uniform	£ 471.82			£ 471.82
Donations via PTA events		£ 390.00		£ 390.00
Disco	£ 1,327.97	£ 1,351.16	£ 1,183.58	£ 1,495.55
EasyFundraising	£ 45.83	£ -	£ -	£ 45.83
Equipment	£ -	£ -	£ 668.99	-£ 668.99
Carnival of Dreams	£ 2,975.88		£ 942.62	£ 2,033.26
Summer Fair 2024	£ 8,425.00	£ 3,029.00	£ 1,530.00	£ 9,924.00
Donation of face paint from Davina	£ 100.00			£ 100.00
Donations To School				
Coaches - Donation to School	£ -	£ -	£ 4,140.00	-£ 4,140.00
Donations to School (not coaches)	£ -	£ -	£ 11,447.25	-£ 11,447.25
Christmas Books	£ -	£ -	£ 432.00	-£ 432.00
Rception Trip to Aquariam	£ -	£ -	£ 750.00	-£ 750.00
Hardship Funds	£ -	£ -	£ 1,500.00	-£ 1,500.00

	21016.89
	24775.43
£	2,747.64
£	24,779.47

Notes

NEED TO ADD FOOD INVOICE

£390 @ 21 Feb
UPDATED FOR AGM PURPOSES - NE https://docs.google.com/spreadsheets/d/1UThDdXKVBgDUtk2_XJxU6j0AgoSKceRp/edit?usp=drive_link&

£195.99 @ 21 Feb https://docs.google.com/spreadsheets/d/1x1ArTsKKRNqkdgNd-KwVO8JcqiXvMJiz/edit?gid=1652321021

Purchased directly by Davina

Sayers Croft, IOW (Hounslow to come)
See St V Invoices tab

-£ 18,269.25
£ 22,031.83

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Date	Item	Category	Amount In		Amount Out		Balance	
1/9/2023	**ACCOUNT BALANCE**						£	15,251.99
1/9/2023	**Transfer from Natwest Savings Account**		**£**	**5,763.90**			£	21,015.89
7/9/2023	Stripe Payment	Stripe	£	1.00			£	21,016.89
14/9/2023	Stripe Payment	Stripe	£	156.06			£	21,172.95
18/9/2023	Stripe Payment	Stripe	£	24.99			£	21,197.94
21/9/2023	Stripe Payment	Stripe	£	72.51			£	21,270.45
22/9/2023	Stripe Payment	Stripe	£	145.46			£	21,415.91
25/9/2023	Stripe Payment	Stripe	£	24.25			£	21,440.16
26/9/2023	Stripe Payment	Stripe	£	118.81			£	21,558.97
27/9/2023	Stripe Payment	Stripe	£	47.72			£	21,606.69
3/10/2023	Gazebo and BBQ	Equipment			£	319.95	£	21,286.74
4/10/2023	AGM Refreshments	AGM			£	39.49	£	21,247.25
1/11/2023	Inflatable	Christmas Fair			£	444.00	£	20,803.25
2/11/2023	Stripe Payment	Stripe	£	10.75			£	20,814.00
3/11/2023	Stripe Payment	Stripe	£	195.05			£	21,009.05
6/11/2023	Stripe Payment	Stripe	£	81.04			£	21,090.09
6/11/2023	Gift Shop Gifts	Christmas Gift Shop			£	1,465.17	£	19,624.92
6/11/2023	Christmas Books	Christmas Books			£	432.00	£	19,192.92
7/11/2023	Bags2School Autumn	Bags2School	£	230.00			£	19,422.92
7/11/2023	Stripe Payment	Stripe	£	2.00			£	19,424.92
8/11/2023	Stripe Payment	Stripe	£	37.37			£	19,462.29
9/11/2023	Stripe Payment	Stripe	£	16.65			£	19,478.94
10/11/2023	Stripe Payment	Stripe	£	11.00			£	19,489.94
13/11/2023	Stripe Payment	Stripe	£	17.05			£	19,506.99
13/11/2023	Reindeer Lights	Equipment			£	49.00	£	19,457.99
14/11/2023	Gloves	Christmas	£	5.00			£	19,462.99
14/11/2023	Stripe Payment	Stripe	£	82.95			£	19,545.94
14/11/2023	EasyFundraising	EasyFundraising	£	26.33			£	19,572.27
15/11/2023	Stripe Payment	Stripe	£	42.40			£	19,614.67
16/11/2023	Stripe Payment	Stripe	£	187.96			£	19,802.63
16/11/2023	St Vincents Invoice 227	Donation to School			£	1,473.07	£	18,329.56

16/11/2023	Grotto Items (Shein and Keyrings)	Christmas Fair			£	50.19	£	18,279.37
16/11/2023	Plastic Boxes and Corpus Cristi	Equipment			£	108.68	£	18,170.69
16/11/2023	Bird Seed and Glitter	Christmas Fair			£	48.00	£	18,122.69
16/11/2023	Carla refund for bird seed	Christmas Fair	£	38.00			£	18,160.69
17/11/2023	Stripe Payment	Stripe	£	120.13			£	18,280.82
20/11/2023	Stripe Payment	Stripe	£	83.77			£	18,364.59
20/11/2023	Tablecloths	Christmas Fair			£	67.99	£	18,296.60
20/11/2023	Gift Bags	Christmas Gift Shop			£	71.98	£	18,224.62
21/11/2023	Stripe Payment	Stripe	£	88.44			£	18,313.06
21/11/2023	Christmas Lights	Christmas Fair			£	11.97	£	18,301.09
21/11/2023	iZettle Machine	Equipment			£	59.96	£	18,241.13
21/11/2023	Glitter Hairspray	Christmas Fair			£	19.94	£	18,221.19
23/11/2023	Stripe Payment	Stripe	£	61.65			£	18,282.84
23/11/2023	Osbornes Solicitors	Christmas Fair	£	350.00			£	18,632.84
23/11/2023	Stripe Payment	Stripe	£	56.86			£	18,689.70
24/11/2023	Stripe Payment	Stripe	£	51.45			£	18,741.15
26/11/2023	Sainburys Order for Fair	Christmas Fair			£	78.84	£	18,662.31
27/11/2023	Stripe Payment	Stripe	£	86.98			£	18,749.29
27/11/2023	Trestle Tables	Equipment			£	131.40	£	18,617.89
28/11/2023	Stripe Payment	Stripe	£	71.61			£	18,689.50
29/11/2023	Stripe Payment	Stripe	£	18.19			£	18,707.69
30/11/2023	Stripe Payment	Stripe	£	296.05			£	19,003.74
1/12/2023	Stripe Payment	Stripe	£	54.66			£	19,058.40
1/12/2023	Float for Fair	Christmas Fair			£	1,732.50	£	17,325.90
4/12/2023	Glitter Tattoos	Christmas Fair			£	27.00	£	17,298.90
4/12/2023	Stripe Payment	Stripe	£	227.74			£	17,526.64
4/12/2023	Paid in by Lou	CHeck	£	2.50			£	17,529.14
4/12/2023	Christmas Fair - Kamilla	Christmas Fair			£	220.00	£	17,309.14
5/12/2023	Stripe Payment	Stripe	£	96.35			£	17,405.49
6/12/2023	Stripe Payment	Stripe	£	154.16			£	17,559.65
6/12/2023	Paypal - card machine (I have manually split	Quiz Night	£	296.68			£	17,856.33
6/12/2023	Paypal - card machine (I have manually split	Christmas Fair	£	746.10			£	18,602.43

7/12/2023	Stripe Payment	Stripe	£	273.36		£	18,875.79
8/12/2023	Credit	Christmas Gift Shop	£	2,355.00		£	21,230.79
8/12/2023	Credit	Christmas Fair	£	4,950.00		£	26,180.79
8/12/2023	Credit	Christmas Gift Shop	£	576.97		£	26,757.76
8/12/2023	Credit	Christmas Fair	£	692.75		£	27,450.51
18/12/2023	Christmas Fair - Hayley	Christmas Fair			£ 152.51	£	27,298.00
28/12/2023	Paypal payment to Ultimate Guitar	CHECKING WITH PAYPAL			£ 20.44	£	27,277.56
15/1/2024	Alumni Dinner Ticket Sales (came through St	Alumni			£ 589.32	£	26,688.24
15/1/2024	School quiz night card sales	Quiz Night			£ 296.68	£	26,391.56
15/1/2024	2024 IOW Coach Invoice - to Britannia	Coaches			£ 3,040.00	£	23,351.56
15/1/2024	iPad Invoice STVPS-234	Donation to School			£ 9,974.18	£	13,377.38
16/1/2024	Sayers Croft 2023 Coach	Coaches			£ 1,100.00	£	12,277.38
16/1/2024	Stripe Payment	Stripe	£	8.38		£	12,285.76
18/1/2024	Stripe Payment	Stripe	£	215.43		£	12,501.19
19/1/2024	Stripe Payment	Stripe	£	24.33		£	12,525.52
22/1/2024	Stripe Payment	Stripe	£	104.98		£	12,630.50
23/1/2024	Stripe Payment	Stripe	£	64.18		£	12,694.68
24/1/2024	Stripe Payment	Stripe	£	19.44		£	12,714.12
25/1/2024	Stripe Payment	Stripe	£	114.04		£	12,828.16
26/1/2024	Stripe Payment	Stripe	£	133.77		£	12,961.93
29/1/2024	Stripe Payment	Stripe	£	33.15		£	12,995.08
30/1/2024	Stripe Payment	Stripe	£	38.16		£	13,033.24
31/1/2024	Stripe Payment	Stripe	£	52.13		£	13,085.37
1/2/2024	Stripe Payment	Stripe	£	248.00		£	13,333.37
2/2/2024	Stripe Payment	Stripe	£	37.53		£	13,370.90
5/2/2024	Stripe Payment	Stripe	£	57.94		£	13,428.84
6/2/2024	Stripe Payment	Stripe	£	18.97		£	13,447.81
7/2/2024	Stripe Payment	Stripe	£	23.97		£	13,471.78
8/2/2024	Stripe Payment	Stripe	£	95.32		£	13,567.10
9/2/2024	Stripe Payment	Stripe	£	91.55		£	13,658.65
9/2/2024	Float for Disco	Disco			£ 350.00	£	13,308.65
12/2/2024	Stripe Payment	Stripe	£	42.27		£	13,350.92

12/2/2024	Paid to Metro			£	1,000.00	£	12,350.92
13/2/2024	Stripe Payment	Stripe	£ 119.19			£	12,470.11
14/2/2024	Stripe Payment	Stripe	£ 94.13			£	12,564.24
14/2/2024	Card Machine -Disco	Disco	£ 123.77			£	12,688.01
19/2/2024	Ice and prosecco	Disco		£	78.50	£	12,609.51
20/2/2024	**Transfer to Metro**			£	12,000.00	£	609.51
21/2/2024	Extra Float for Disco paid back in	Disco	£ 200.00			£	809.51

Notes/Stripe Reference	Receipt
Paid by Lou	Filed
Paid by Kamilla	Filed
Paid direct to Amazing Occasions	Filed
Paid by Carla. Mark as donation to sc	Filed
Paid by Carla	Filed

Paid by Gemma	Filed
Paid by Eddie	Filed
Paid by Carla	Filed

Paid by Kamilla -	
Paid by Lou - Amazon	Filed

Paid by Gemma	Filed
Paid by Gemma	Filed
Paid by Gemma	Filed

Against invoice 2023_2024_01

Paid by Gemma	Filed

Paid by Gemma	Filed

Paid by Carla - Amazon	Filed

	Filed

Filed

Paid direct to school
Paid direct to school
Paid to Britannia
Paid direct to school
Paid to Imperial

Paid by Gemma - Sainburys and MOrr Filed

Date	Item	Category	Amount In	Amount Out	Balance
22/12/2024	ACCOUNT OPENED	Account			£ -
15/1/2024	Cash In	Christmas Gift Shop	£ 460.00		£ 460.00
15/1/2024	Counter deposit	Bake Sale/Uniform	£ 195.00		£ 655.00
15/1/2024	Counter deposit	Bake Sale/Uniform	£ 276.82		£ 931.82
17/1/2024	Card Purchase shein.co.uk	Disco		£ 150.29	£ 781.53
17/1/2024	Card Purchase shein.co.uk	Summer Fair		£ 8.50	£ 773.03
17/1/2024	Card Purchase shein.co.uk 50192198861	Disco		£ 10.54	£ 762.49
17/1/2024	Card Purchase shein.co.uk 50192198861	Summer Fair		£ 104.56	£ 657.93
25/1/2024	Card Purchase MOL Packaging Environm	Equipment		£ 122.08	£ 535.85
29/1/2024	Card Purchase SHEIN.COM 50192198861	Disco		£ 45.60	£ 490.25
1/2/2024	Card Purchase WOWCHER	Disco		£ 6.00	£ 484.25
6/2/2024	Card Purchase WOWCHER	Disco		£ 10.99	£ 473.26
7/2/2024	Card Purchase POSTEDSWEET	Disco		£ 53.99	£ 419.27
8/2/2024	Card Purchase Refund WOWCHER	Disco	£ 6.00		£ 425.27
9/2/2024	Poundland sweets and hampers - Kamilla	Disco		£ 15.50	£ 409.77
9/2/2024	Tablecloths	Equipment		£ 58.95	£ 350.82
9/2/2024	Hot dogs and rolls - Kamilla	Disco		£ 60.00	£ 290.82
12/2/2024	ST VINCENTS S BR Transfer to metro	Inward Payment	£ 1,000.00		£ 1,290.82
12/2/2024	Card Purchase ICELAND FOODS	Disco		£ 85.50	£ 1,205.32
12/2/2024	Card Purchase ICELAND FOODS	Equipment		£ 56.25	£ 1,149.07
15/2/2024	Stripe Payment	Stripe	£ 24.26		£ 1,173.33
19/2/2024	Stripe Payment	Stripe	£ 61.68		£ 1,235.01
20/2/2024	Stripe Payment	Stripe	£ 23.76		£ 1,258.77
20/2/2024	**Transfer from Natwest**	Inward Payment	£ 12,000.00		£ 13,258.77
22/2/2024	Stripe Payment	Stripe	£ 82.83		£ 13,341.60
22/2/2024	Card Purchase Asda - Snacks	Race Night		£ 78.04	£ 13,263.56
22/2/2024	Card Purchase Asda - Soft Drinks	Carnival		£ 24.90	£ 13,238.66
22/2/2024	Card Purchase Asda - Wine/Prosecco	Race Night		£ 25.00	£ 13,213.66
22/2/2024	Card Purchase Asda - Wine/Prosecco	Summer Fair		£ 38.96	£ 13,174.70
23/2/2024	Stripe Payment	Stripe	£ 34.65		£ 13,273.31
26/2/2024	St Vincents Invoice - STVPS-252	Disco		£ 128.70	£ 13,144.61
27/2/2024	Card Purchase Ryman	Equipment (boxes)		£ 184.95	£ 12,959.66

27/2/2024	Stripe Payment	Stripe	£	29.73		£	12,989.39
28/2/2024	Stripe Payment	Stripe	£	23.76		£	13,013.15
29/2/2024	Stripe Payment	Stripe	£	266.77		£	13,279.92
1/3/2024	Stripe Payment	Stripe	£	116.43		£	13,396.35
4/3/2024	Stripe Payment	Stripe	£	58.39		£	13,454.74
5/3/2024	Stripe Payment	Stripe	£	82.95		£	13,537.69
6/3/2024	Stripe Payment	Stripe	£	48.30		£	13,585.99
6/3/2024	Card Purchase ASDA GROCERIES ONLINE	Carnival			£ 53.33	£	13,532.66
6/3/2024	Card Purchase ASDA GROCERIES ONLINE	Race Night			£ 36.67	£	13,495.99
7/3/2024	Stripe Payment	Stripe	£	367.03		£	13,863.02
7/3/2024	Card Purchase SHEIN.COM 50192198861	Carnival			£ 40.75	£	13,822.27
7/3/2024	Card Purchase SHEIN.COM 50192198861	Summer Fair			£ 40.75	£	13,781.52
7/3/2024	Card Purchase eBay O 19-11266-54154	Carnival			£ 19.94	£	13,761.58
7/3/2024	Card Purchase eBay O 19-11266-54154	Summer Fair			£ 19.95	£	13,741.63
7/3/2024	Card Purchase AMAZON	Equipment			£ 114.93	£	13,626.70
7/3/2024	Card Purchase eBay O 19-11266-54155	Summer Fair			£ 30.06	£	13,596.64
8/3/2024	Stripe Payment	Stripe	£	101.87		£	13,698.51
8/3/2024	Card Purchase WWW.MAJESTIC.CO.UK	Race Night			£ 60.39	£	13,638.12
8/3/2024	Card Purchase WWW.MAJESTIC.CO.UK	Summer Fair			£ 110.55	£	13,527.57
8/3/2024	Card Purchase SHEIN.COM 50192198861	Carnival			£ 36.76	£	13,601.36
11/3/2024	Stripe Payment	Stripe	£	124.20		£	13,725.56
12/3/2024	Stripe Payment	Stripe	£	15.00		£	13,740.56
13/3/2024	Stripe Payment	Stripe	£	112.15		£	13,852.71
14/3/2024	Card Purchase Morrison	Carnival			£ 4.20	£	13,848.51
14/3/2024	Card Purchase Morrison	Carnival			£ 44.44	£	13,804.07
14/3/2024	Card Purchase Morrison	Summer Fair			£ 44.45	£	13,759.62
14/3/2024	Stripe Payment	Stripe	£	38.82		£	13,798.44
15/3/2024	Card Purchase Poundland	Carnival			£ 3.00	£	13,795.44
15/3/2024	Card Purchase Amazon	Carnival			£ 13.99	£	13,781.45
15/3/2024	Card Purchase Amazon	Summer Fair			£ 13.99	£	13,767.46
15/3/2024	Hakkikat purchase by Gemma	Carnival			£ 12.90	£	13,754.56
15/3/2024	Hakkikat purchase by Gemma	Race Night			£ 12.90	£	13,741.66

15/3/2024	Stripe Payment	Stripe	£	53.30		£	13,794.96
15/3/2024	Imperial Coaches inv 27649	Coaches			£ 525.00	£	13,269.96
15/3/2024	Imperial Coaches inv 27650	Coaches			£ 595.00	£	12,674.96
18/3/2024	Stripe Payment	Stripe	£	92.87		£	12,767.83
18/3/2024	Inflatables deposit paid by Hayley	Summer Fair			£ 74.00	£	12,693.83
18/3/2024	Ice & Desserts paid by Hayley	Carnival			£ 52.63	£	12,641.20
18/3/2024	Plastic glasses paid by Hayley	Summer Fair			£ 98.38	£	12,542.82
19/03/2024	Paypal payment (card machine)	Carnival	£	0.98		£	12,543.80
19/3/2024	Stripe Payment	Stripe	£	31.51		£	12,575.31
20/3/2024	Paypal payment (card machine)	Carnival	£	524.57		£	13,099.88
20/3/2024	Stripe Payment	Stripe	£	140.37		£	13,240.25
20/3/2024	Go View Payment - Invoice 02	Race Night	£	30.00		£	13,270.25
20/3/2024	MM Design Payment - Invoice 03	Race Night	£	30.00		£	13,300.25
21/03/2024	Stripe Payment		£	107.94		£	13,408.19
22/03/2024	Stripe Payment		£	339.79		£	13,747.98
25/03/2024	Stripe Payment		£	33.79		£	13,781.77
26/03/2024	Stripe Payment		£	14.17		£	13,795.94
26/03/2024	Card Purchase AMAZON 205-5352970-14	Easter Egg Hunt			£ 125.89	£	13,670.05
26/03/2024	Card Purchase AMAZON 205-5352970-14	Easter Egg Hunt			£ 100.72	£	13,569.33
27/03/2024	Stripe Payment		£	18.97		£	13,588.30
28/03/2024	Stripe Payment		£	57.94		£	13,646.24
02/04/2024	Mode Club Limited	Race Night	£	30.00		£	13,676.24
04/04/2024	Stripe Payment		£	54.00		£	13,730.24
05/04/2024	Stripe Payment		£	97.93		£	13,828.17
11/04/2024	Stripe Payment		£	10.00		£	13,838.17
12/04/2024	Snowglobe - Paid by Hayley	Christmas Fair 24			£ 63.00	£	13,775.17
16/04/24	Card Purchase Race Night Services	Race Night			£ 37.95	£	13,737.22
17/04/2024	Card Purchase AMAZON	Race Night			£ 8.89	£	13,728.33
17/04/2024	Card Purchase Party Packs				£ 22.53	£	13,705.80
17/04/2024	Counter deposit		£	1,515.00		£	15,220.80
17/04/2024	Counter deposit		£	235.20		£	15,456.00
17/04/2024	Counter deposit		£	156.26		£	15,612.26

17/04/2024	Cash Withdrawal			£	490.00	£	15,122.26
18/04/2024	Counter deposit		£ 188.00			£	15,310.26
18/04/2024	Stripe Payment		£ 59.89			£	15,370.15
19/04/2024	Stripe Payment		£ 40.76			£	15,410.91
19/04/2024	Card Machine	Race Night	£ 2.95			£	15,413.86
22/04/2024	Card Machine	Race Night	£ 9.82			£	15,423.68
22/04/2024	Stripe Payment		£ 107.70			£	15,531.38
23/04/2024	Stripe Payment		£ 19.70			£	15,551.08
23/04/2024	Card purchase Asda	Race Night		£	45.00	£	15,506.08
24/04/2024	Stripe Payment		£ 21.38			£	15,527.46
24/04/2024	Card Machine	Race Night	£ 734.87			£	16,262.33
10/05/2024	Stripe Payment	Summer Fair	£ 76.14			£	16,163.95
13/05/2024	Asda order	Pimm's Spirit Drink		£	62.00	£	16,101.95
15/05/2024	Stripe Payment	Summer Fair	£ 92.92			£	16,194.87
16/05/2024	Stripe Payment	Summer Fair	£ 14.59			£	16,209.46
17/05/2024	Stripe Payment	Summer Fair	£ 20.19			£	16,229.65
20/05/2024	Stripe Payment	Summer Fair	£ 20.71			£	16,250.36
21/05/2024	Stripe Payment	Summer Fair	£ 16.29			£	16,266.65
23/05/2024	Stripe Payment	Summer Fair	£ 7.00			£	16,273.65
29/05/2024	Stripe Payment	Summer Fair	£ 48.86			£	16,322.51
30/05/2024	Stripe Payment	Summer Fair	£ 7.75			£	16,330.26
31/05/2024	SHEIN	Summer Fair		£	64.16	£	16,266.10
31/05/2024	SHEIN	Summer Fair		£	86.16	£	16,179.94
31/05/2024	Stripe Payment	Summer Fair	£ 8.00			£	16,187.94
04/06/2024	Stripe Payment	Summer Fair	£ 7.00			£	16,194.94
06/06/2024	Stripe Payment	Summer Fair	£ 126.34			£	16,321.28
07/06/2024	Stripe Payment	Summer Fair	£ 37.25			£	16,358.53
10/06/2024	Stripe Payment	Summer Fair	£ 46.97			£	16,405.50
11/06/2024	Stripe Payment	Summer Fair	£ 143.46			£	16,548.96
12/06/2024	Stripe Payment	Summer Fair	£ 90.73			£	16,639.69
12/06/2024	Obsornes	Summer Fair	£ 350.00			£	16,989.69
13/06/2024	Counter deposit	Race night	£ 1,090.35			£	18,080.04

13/06/2024	Easy fundraising		£	19.50		£	18,099.54
13/06/2024	Stripe Payment	Summer Fair	£	90.86		£	18,190.40
13/06/2024	Bags2School	Bags2School	£	65.00		£	18,255.40
13/06/2024	Bags2School	Bags2School	£	176.00		£	18,431.40
14/06/2024	Stripe Payment	Summer Fair	£	8.73		£	18,440.13
14/06/2024	T-shirt	Summer Fair			£ 133.00	£	18,307.13
14/06/2024	Ebay	Summer Fair			£ 21.89	£	18,285.24
14/06/2024	SHEIN	Summer Fair			£ 31.72	£	18,253.52
17/06/2024	ParentKind				£ 153.00	£	18,100.52
17/06/2024	Stripe Payment	Summer Fair	£	8.00		£	18,108.52
17/06/2024	Card Payment	Summer Fair			£ 7.00	£	18,101.52
18/06/2024	Stripe Payment	Summer Fair	£	18.98		£	18,120.50
18/06/2024	Card Payment	Summer Fair			£ 1.00	£	18,119.50
18/06/2024	Card Payment	Summer Fair			£ 10.00	£	18,109.50
19/06/2024	Stripe Payment	Summer Fair	£	147.17		£	18,256.67
20/06/2024	Stripe Payment	Summer Fair	£	138.93		£	18,395.60
20/06/2024	Ebay	Summer Fair			£ 12.99	£	18,382.61
20/06/2024	Amazon	Summer Fair			£ 18.18	£	18,364.43
20/06/2024	Nisbets Ltd	Summer Fair			£ 19.83	£	18,344.60
21/06/2024	Stripe Payment	Summer Fair	£	10.34		£	18,354.94
24/06/2024	Stripe Payment	Summer Fair	£	26.13		£	18,381.07
25/06/2024	Amazon	Summer Fair			£ 5.99	£	18,375.08
25/06/2024	Stripe Payment	Summer Fair	£	114.35		£	18,489.43
25/06/2024	Metro cash out float				£ 2,900.00	£	15,589.43
25/06/2024	Counter deposit	Cash In	£	355.00		£	15,944.43
25/06/2024	Counter deposit	Cash In	£	174.62		£	16,119.05
26/06/2024	Stripe Payment	Summer Fair	£	11.25		£	16,130.30
27/06/2024	Stripe Payment	Summer Fair	£	108.21		£	16,238.51
28/06/2024	Playdays Parties	Summer Fair			£ 296.00	£	15,942.51
28/06/2024	Amazon	Summer Fair			£ 15.94	£	15,926.57
28/06/2024	Stripe Payment	Summer Fair	£	138.83		£	16,065.40
28/06/2024	Flowers				£ 50.00	£	16,015.40

01/07/2024	Stripe Payment		Summer Fair	£	235.21			£ 16,250.61
01/07/2024	Paypal payment (card machine)			£	0.98			£ 16,251.59
01/07/2024	Hardship Fund		PTA Donation			£	1,500.00	£ 14,751.59
01/07/2024	PTA Kitchen		Mixed			£	1,385.41	£ 13,366.18
01/07/2024		01/07/2024				£	44.96	£ 13,321.22
02/07/2024	Amazon					£	34.01	£ 13,287.21
02/07/2024	Iceland					£	41.85	£ 13,245.36
02/07/2024	Iceland (refund)			£	0.70			£ 13,246.06
02/07/2024	Morrisons		Summer Fair			£	69.85	£ 13,176.21
02/07/2024	Iceland (refund)		Summer Fair	£	8.00			£ 13,184.21
02/07/2024	Mleczko Delikatesy					£	52.22	£ 13,131.99
02/07/2024	Stripe Payment		PTA Donations	£	190.00			£ 13,321.99
02/07/2024	Stripe Payment		Summer Fair	£	93.18			£ 13,415.17
03/07/2024	Paypal payment (card machine)		Summer Fair	£	1,308.48			£ 14,723.65
03/07/2024	Stripe Payment		Summer Fair	£	424.21			£ 15,147.86
04/07/2024	Stripe Payment		Summer Fair	£	550.07			£ 15,697.93
08/07/2024	Rception Trip to Aquariam					£	750.00	£ 14,947.93
09/07/2024	Bags2School		Bags2School	£	174.00			£ 15,121.93
09/07/2024	Bags2School		Bags2School	£	174.00			£ 15,295.93
11/07/2024	Counter deposit		Summer Fair Float	£	2,900.00			£ 18,195.93
11/07/2024	Counter deposit		Summer Fair	£	6,330.00			£ 24,525.93
17/07/2024	Stripe Payment			£	99.50			£ 24,625.43
25/07/2024	Willias H Marcelo			£	150.00			£ 24,775.43

	~~TO COME: Christmas Fair food invoice~~	Christmas Fair				
	TO COME: Disco cash paid in	Disco				
	TO COME: Bake Sale cash paid in	Bake Sale/Uniform				
	~~TO COME: Carnival food invoice~~	Carnival			£	635.78
	TO COME: Carnival cash paid in					
	~~TO COME: Invoice payments for race night~~	Race Night				
	TO COME: Race Night Lou				£	130.00
	~~TO COME: Food invoice for Race Night~~				£	250.49
	~~TO COME: PA System~~	In general			£	335.03
	TO Confirm: Robin Head Theatre Production	Christmas Fair			£	1,558.00
	~~TO COME: eception Trip to Aquariam~~				£	750.00
	Ice cream truck	Summer Fair	£	150.00		
	Morrisons	Summer Fair			£	56.28
	Morrisons	Summer Fair			£	28.92
	Morrisons	Summer Fair			£	12.00
18/06/2024	Morrisons	Summer Fair			£	81.75
25/06/2024	Amazon	Summer Fair			£	6.99
25/06/2024	Amazon	Summer Fair			£	8.95
27/06/2024	PA System for KS1	Equipment			£	299.00
27/06/2024	PA System for KS1	Equipment			£	26.10
27/06/2024	PA System for KS1	Equipment			£	9.99
28/06/2024	Amazon	Summer Fair			£	11.01
28/06/2024	Iceland	Summer Fair			£	33.15
					£	1,405.97
					£	500.00
					£	905.97

Notes		Receipt	Gemma Review
£	2,931.97		
merch - Split for record purposes		Filed	
merch - Split for record purposes		Filed	
merch - Split for record purposes		Filed	
merch - Split for record purposes		Filed	
Trays/Napkins		KW looking for receipt	
		Filed	
		Filed	
		Filed	
Sweets Need receipt		KW looking for receipt	
Paid by Kamilla, Poundland receipt - split for record purpose		Poundland filed	
No receipt - split for record purposes		KW looking for receipt	
No receipt - split for record purposes		KW looking for receipt	
Drinks Split for record purposes		Filed	
Drinks Split for record purposes			
Split for record purposes - wine and snacks, 4/21: split 38.96 to		Filed	race night prosecco - done
Split for record purposes - wine and snacks		Filed	race night and carnival 50/50 - done
Split for record purposes - wine and snacks			
Split for record purposes - wine			
Disco Food		Invoice filed	
Plastic boxes		Filed	

Beers	Filed	36.67 to be allocated to race night as Guinness and boddi
Beers - split for record purposes		
beads necklaces, balloon arch, hair band, jungle grass	Filed	Split 50/50 summer fair - done
Beads - Split for record purposes		
Glow sticks carnival	Filed	Split 50/50 summer fair - done
Glow sticks - Split for record purposes		
Glasses for various events Need receipt to allocate	Asked KW	Glasses - various events
Rings for summer fair	Filed	
Wines - Gemma confirmed move to Race Night. 4/21: confirmec	Filed	
	Splitting it from Race night	
Green hair band and glasses	Filed	
Strawberry syrup	KW looking for receipt	
Rum and Dr Pepper	Filed	50/50 with Race night as 3 btl bought only 1.5 used - don
Rum - Split for record purposes. 4/21: not used in Race night, moving to Summer Fair		
Need receipt	KW looking for receipt	
Wand streamers	Filed	50/50 Summer Fair - done
Wand - Split for record purposes		
Paid by Gemma - tropical juice	Filed	50/50 Race night - done

Inflatables	Filed	
Paid by Hayley - split for record purposes	Filed	
	Filed	Summer Fair as won't use for race night - done
sponsor	Invoice Filed	
sponsor	Invoice Filed	
	Filed	
	Filed	
sponsor	Invoice filed	
	Filed	
	Filed	
Amazon Blow up horses	What is this?	
	Filed	

Filed

Asda order 3332436001033, to be confirmed in Bank Statementin Email

order number GSONHM59A00N4MV in inbox
order number GSONHM59A000MFW in inbox

Grant deposit by Grant, Lou transferred from Natwest

ETHICSTAR LTD, HW031544, Hayley asked for payment, not sure if this is paid yet
KW, 25-11676-66802: 12 Posca Paint Markers Receipts 2023-2024
Poet corner, GSONHX59U001XQ6,

raffle tickets for summer and christmas fair

GM, 2 pc Spirit measure, no price to be confirmed

LM, Metro Ealing

HW, 74 deposit was paid 18/3/2024 Invoices IN 2023-2024
KW, 205-0786438-0789109:Bostik 24552 Blu-tack Mastic Adhes Receipts 2023-2024

flower for Lou for appreciation

Paid on 01/07/2024	Invoices IN 2023-2024
Race Night, Sats Breakfast, Carnival Night and Valentine's Disco	Invoices IN 2023-2024

KW, 3652071994, ice and drinks etc	Receipts 2023-2024

https://waxyslittlesister.co.uk/

carnival float

Should be £331.91 - Gemma has cash

all in PTA Kitchen 1385.41. Grant this hasn't been invoiced yet so moving to TO COME section

all in PTA Kitchen 1385.41.

all in PTA Kitchen 1385.41. Grant this hasn't been invoiced yet so moving to TO COME section

school already bought it, waiting for invoice

to confirm if this is paid yet

HW to confirm?

HW

HW

HW

3652071994 in inbox

KW, 205-2816315-5612356: SELBATON 24 Colors Dual Tip Brush	Receipts 2023-2024
KW, 205-2816315-5612356: 36 Pack Turbo Colour Felt Tip Fibre	Receipts 2023-2024
School, Amazon 205-5720552-1071506, PA System	Invoices IN 2023-2024
School, Amazon 205-5720552-1071506, stands	Invoices IN 2023-2024
School, Amazon 205-5720552-1071506, cover	Invoices IN 2023-2024
KW, 205-0786438-0789109:Bostik 24552 Blu-tack Mastic Adhes	Receipts 2023-2024
GM, receipt 41.15-8, missing ice	Receipts 2023-2024

ngtons sold 0 and will be used there instead - done

ıe

£ 65.00
£ 176.00

£ 174.00
£ 174.00

= £23.76 = 20 Feb 2024

DATE RANGE: 01/09/2023-21/02/2024

Row Labels	Sum of BANKED
Alumni	591.6
Carnival Entrance	147.63
Carnival of Dreams Raffle	48.36
Christmas Fair	835.45
Christmas Fair	83.78
Christmas Fair 2023 Raffle	1351.89
Disco	1351.16
Donation	390
Grand Total	**4799.87**

Invoice Number	Amount	Items (see Invoice folder)
STVPS-227	£ 1,473.07	PTA Summer Fete Food, Bingo Night food, SATS breakfast, Year 6 rosaries, volunteers party food, Xmas Pant
iPad Invoice STVPS-234	£ 9,974.18	iPads & Trolleys
STVPS-252	£128.70	Disco food
Alumni Dinner	589.32	

o

Donation Amt	id	Created date (UTC)	Amount	Amount Refunded
30	ch_3OY5L8BHdzy	1/13/2024 11:25	31.47	0
100	ch_3OYqbtBHdzy	1/15/2024 13:53	104.4	0
9.38	ch_3OawWzBHdz	1/21/2024 8:37	10	0
100	ch_3ObpxfBHdzy	1/23/2024 19:48	104.4	0
9.7025	ch_3OoXLkBHdzy	2/27/2024 20:34	40.69	0
18.97	ch_3OvGMJBHdz	3/17/2024 9:50	20	0
10	ch_3Ow0pdBHdz	3/19/2024 11:27	10.63	0
50	ch_3Ow1QWBHd	3/19/2024 12:05	52.31	0
9.38	ch_3Ow1pwBHdz	3/19/2024 12:32	10	0
71.69	ch_3Ow51jBHdzy	3/19/2024 15:56	75	0
100	ch_3Ow6v1BHdz	3/19/2024 17:57	104.4	0
47.72	ch_3Ow7uJBHdzy	3/19/2024 19:01	50	0
10	ch_3Ow9FCBHdz	3/19/2024 20:26	10.63	0
19.41	ch_3OwTOWBHd	3/20/2024 17:57	20.45	0

586.2525

Currency	Captured	Converted Amour	Converted Amour	Converted Curren	Description
gbp	1	31.47	0	gbp	
gbp	1	104.4	0	gbp	
gbp	1	10	0	gbp	
gbp	1	104.4	0	gbp	
gbp	1	40.69	0	gbp	
gbp	1	20	0	gbp	
gbp	1	10.63	0	gbp	
gbp	1	52.31	0	gbp	
gbp	1	10	0	gbp	
gbp	1	75	0	gbp	
gbp	1	104.4	0	gbp	
gbp	1	50	0	gbp	
gbp	1	10.63	0	gbp	
gbp	1	20.45	0	gbp	

Fee	Statement Descri	Status	Seller Message	Taxes On Fee	Card ID
1.47	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OY5L7BHdz
4.4	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OYqbrBHdz
0.62	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OawWyBHd
4.4	ST VINCENTS PTA	Paid	Payment complet	0	pm_1ObpxeBHdz
1.88	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OoXLjBHdzy
1.03	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OvGMHBHd
0.63	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow0pcBHdz
2.31	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow1QVBHd
0.62	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow1pvBHdz
3.31	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow51iBHdz
4.4	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow6v0BHdz
2.28	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow7uHBHd
0.63	ST VINCENTS PTA	Paid	Payment complet	0	pm_1Ow9FABHdz
1.04	ST VINCENTS PTA	Paid	Payment complet	0	pm_1OwTOUBHd

Customer ID	Customer Descrip	Customer Email	Invoice ID	Transfer	orderid (metadata
cus_PMozb6sZUPiAc2		daviddeulibarri@hotmail.com		po_1OZ1hwBHdzy	3304977
cus_PNbpQgk9UYth0y		emilieto@hotmail.com		po_1OZ1hwBHdzy	3307197
cus_PPm5CNG1AXkKJn		Patrykmichalak088@gmail.com		po_1ObYyCBHdzy	3320330
cus_PQhMWOHLNJwKFp		dangreen1986@gmail.com		po_1ObvswBHdzy	3327669
cus_Pdozw6upr24Mro		davinabos@hotmail.com		po_1OocosBHdzy	3443131
cus_PkluxnCnHlcZ8y		carlamc_83@hotmail.com		po_1OvrblBHdzyq	3520451
cus_PlXvl2m4s5Knza		ufreliga@gmail.com		po_1OwFDMBHd	3530160
cus_PlYX5zeFmoDVL2		daviddeulibarri@hotmail.com		po_1OwFDMBHd	3530350
cus_PlYxwKqowEsOpB		sal1980@gmx.com		po_1OwFDMBHd	3530465
cus_PlcGCwB4gEtQTT		annavanpraagh@gmail.com		po_1OwFDMBHd	3531381
cus_PleDxYWr7jPtBl		asfcornell@gmail.com		po_1OwFDMBHd	3532054
cus_PlfEj5wCv9KBR0		emailchin@sky.com		po_1OwFDMBHd	3532417
cus_PlgclEXZVpcFfm		petliz10@yahoo.co.uk		po_1OwFDMBHd	3532948
cus_Pm1RL9HTAYg8qa		charlotte.alison.cox@gmail.com		po_1OwbkzBHdzy	3536857

customerid (meta	appid (metadata)	item 1 (metadata)
870970	928	3 x PTA Donation (0000) = GBP 30
252346	928	1 x PTA Donation (0000) = GBP 100
873952	928	1 x PTA Donation (0000) = GBP 5
875625	928	1 x PTA Donation (0000) = GBP 100
872370	928	2 x Carnival of Dreams Adult Ticket (ADULT) = GBP 20
813414	928	2 x PTA Donation (0000) = GBP 20
843299	928	1 x PTA Donation (0000) = GBP 10
870970	928	1 x PTA Donation (0000) = GBP 50
510090	928	1 x PTA Donation (0000) = GBP 10
871207	928	1 x PTA Donation (0000) = GBP 75
704787	928	10 x PTA Donation (0000) = GBP 100
914457	928	1 x PTA Donation (0000) = GBP 50
914556	928	1 x PTA Donation (0000) = GBP 10
699981	928	1 x PTA Donation (0000) = GBP 20

item 2 (metadata)	item 3 (metadata)
1 x Year 1, 2 & 3 - 4.45-5.45pm (443764) = GBP 5	
2 x Carnival of Dreams Child Ticket (CHILD) = GBP 10	1 x PTA Donation (0000) = GBP 10

item 4 (metadata)item 5 (metadata)auction (metadata)auction_uuid (me invoice (metadata)item_name (meta

item_uuid (metaditem_code (metaitem_type (metadprofile_uuid (metadata)

Charity Number: 1096385

To: The Trustees / Committee of St. Vincent's Catholic Primary School PTA

Date: 1st July 2025

Examiner's Name: Dhar Solanki

Role: Independent Examiner

Period Examined: 1st September 2023 to 31st August 2024

1. Introduction

I have been appointed as the Independent Examiner of the accounts of St. Vincent's Catholic Primary School PTA (the PTA), a registered charity under number **1096385,** for the period **1st September 2023 to 31st August 2024**

This report has been prepared in accordance with Charity Commission Technical Release, which sets out the standards for independent examinations of charities with an annual income of less than £250,000.

The PTA prepares its accounts using the Simplified Accruals Basis (SAB) and follows the Statement of Recommended Practice (SORP) for Small Charities.

As is common with most school PTAs, the committee is usually made up entirely of parents of current pupils , who volunteer their time to support the school community. This year 2024/25 saw a number of new members join the committee , either through election or by volunteering.

2. Scope of Examination

I examined the following documents:

- Bank statements covering the whole financial year
- Treasurer's Report submitted previously
- Ledger balances online and downloads
- All transactions and total value of recipts and expenses above £500 threshold

My examination was limited to checking the accuracy and completeness of records, and whether the financial statements present a true and fair view of the PTA's income and expenditure for the year.

I did not carry out a full audit, but instead performed an independent examination in accordance with best practice for small charities.

3. Findings

a) Income

All major sources of income were supported by bank deposits/ledger entries and appropriate records. These included:

- Fundraising events
- Parent contributions
- Donations / Cash
- Electronic payments and receipts

No discrepancies were found in the recording of income.

b) Expenditure

All significant expenses over £500 were tested and found to be properly documented and justified. These included:

- Event costs
- Equipment purchases
- Coach/Venue hire
- Miscellaneous supplies

No unauthorised or irregular expenditure was identified.

c) Bank Reconciliation

The bank statements mostly reconciled with the Treasurer's Report and supporting records, see observations below.

4. Observations

During the course of the examination, the following key observations were made:

1. Balance Discrepancy:

It was noted that the Opening Balance plus Net Surplus minus Total Donations does not equal the Closing/Ending Balance. However, this difference is considered negligible (£500/2%) and appears to stem from how certain expenses were categorised across multiple events, some of which are yet to take place. [See Working/Testing Paper at the end of this paper]

2. Splitting of Expenses Across Events:

Some expenses were split across multiple events, including future ones. Since those events have not yet occurred, they are not reflected in the Net Surplus for the current reporting period. This may cause confusion when reviewing event-specific finances.

3. PTA Treasurer's Corrective Action:

To address this issue, the Treasurer has already taken steps to simplify the process in the new school year:

- Full cost of each expense will now be charged to the running event only
- A Pivot Table will be built to ensure all items are correctly tagged and provide a real-time net amount for each event

4. Reporting Issue in Previous Report:

There was a minor inconsistency in how figures were presented in the last Treasurer's Report. While the net-net result remains negligible, it created confusion during the examination process.

Recommendation: Do not amend the previous Treasurer's Report retrospectively, but highlight the issue in this Audit Report to ensure clarity and transparency moving forward.

5. Recommendations

To improve clarity, consistency and governance going forward, I recommend the following:

Recommendation | Description |

✅ Implement Pivot Table System | Use a central pivot table to tag and track all income and expenditure by event for real-time reporting

✅ Full Cost Allocation | Allocate the full cost of an expense to the relevant active event rather than splitting across multiple events (wherever possible)

✅ Retain All Receipts Digitally | Even for smaller amounts, keep digital copies of all receipts for better audit trail, wherever possible

✅ Formal Budgeting Process - Though a simple budget at the start of each academic year has been created in the Treasurers report, this must be used for planning for the school year ahead

6. Conclusion

In my opinion:

- The financial statements give a true and fair view of the PTA's income and expenditure for the year ended 31st August 2024.
- Proper records have been maintained and there is no evidence of misappropriation or fraud.
- The PTA operates responsibly within its means and with appropriate oversight.
- While a minor discrepancy was identified due to the way expenses were allocated across events, the impact is negligible, and the Treasurer has already taken corrective action for the next reporting period.

I therefore confirm that the accounts have been independently examined in accordance with Charity Commission guidance, and recommend that they be approved by the trustees and submitted as part of the PTA's annual return to the Charity Commission.

Signed: .

Dhar Solanki [Ex-Chartered Certified Accountant 2281633]

Independent Examiner

07920701934

1st July 2025

Working/Testing Papers

St. Vincent's Catholic Primary School

Opening Balance as at 1st Sept 2023: £21,015.89

18/05/2025

Testing completed 23 June 2025. Materiality >= £500

PTA Treasurer Report	Revenue	Associated Costs	Surplus	Test	Difference		Ledger Revenue	Difference	Difference %	Ledger Costs	Difference	Difference %	Explanation > 10% Difference
Bug2School – Autumn	£230.00	0	£230.00	£230.00	£0.00		£230.00			£0.00			
Uniform/Bake Sales – Autumn	£490.95	0	£490.95	£490.95	£0.00		£471.82	(£19.13)	-4.2%	£0.00			OK
Donations via PTA events – Autumn	£176.29	0	£176.29	£176.29	£0.00		£176.29			£0.00			
Christmas Gift Shop	£3,463.26	£1,537.15	£1,926.11	£1,926.11	£0.00		£1,895.87	(£71.24)	-2.3%	£1,537.15	£0.00	0.0%	OK
Christmas Fair	£7,380.84	£1,120.44	£6,259.60	£6,259.60	£0.00		£6,701.85	(£598.19)	-8.8%	£1,120.44	£0.00	0.0%	OK
Disco	£2,181.39	£561.11	£1,620.68	£1,620.28	(£0.40)	Difference corrected	£2,040.00	(£141.39)	-6.5%	£561.11	£0.00	0.0%	OK
Bug2School – Spring	£176.00	0	£176.00	£176.00	£0.00		£176.00			£0.00			
Bake Sale/Uniform – Spring	£331.91	0	£331.91	£331.91	£0.00		£331.91			£0.00			
Carnival of Dreams	£2,975.88	£942.62	£2,033.26	£2,033.26	£0.00		2970.04	(£5.84)	-0.2%	712.95	(£228.67)	-32.0%	Kitchen costs unallocated
Donations via PTA events – Spring	£609.38	0	£609.38	£609.38	£0.00		£609.38			£0.00			
Easy Fundraising	£45.83	0	£45.83	£45.83	£0.00		£45.83			£0.00			
Race Night	£1,913.33	£555.33	£1,358.00	£1,358.00	£0.00		1927.99	£14.66	0.8%	304.84	(£250.49)	-82.1%	Kitchen costs unallocated
Bug2School – Summer	£232.00	0	£232.00	£232.00	£0.00		£232.00			£0.00			
Bake Sale/Uniform – Summer	£538.35	0	£538.35	£538.35	£0.00		529.62	(£0.73)	-0.1%	£0.00	N/A	N/A	
Summer Fair	£11,454.80	£1,530.80	£9,924.00	£9,924.00	£0.00		10710	(£794.00)	-6.5%	905	(£625.00)	-69.1%	Reporting issue but net-net result is the same
Donations via PTA events – Summer	£207.67	0	£207.67	£207.67	£0.00		£207.67			£0.00			
	£32,398.28	£6,246.65	£26,152.03	£26,151.63	(£0.40)	Difference	£30,852.57	(£1,565.96)		£5,142.49	(£1,104.16)	Surplus	£25,689.88
					Typo error								
Per Treasurer's report												Difference	(£462.15)
Reported	£32,398.28	£6,246.65	£26,152.03										
													Kitchen costs unallocated

Total Surplus before donations from the PTA to School	**£47,167.92**

Donations from PTA to School

18/05/2025

Donation Category	Amount	Test	Difference	Difference %	
Coaches for Sayers Croft, the KS1 and reception school trip	£6,010.00	£6,010.00	£0.00	0.0%	Additional £750 reception trip to aquarium not tagged in a category, now corrected
30 x New I Pads for school – 2023	£9,974.18	£9,974.18	£0.00	0.0%	
Christmas Books	£612.00	£612.00			
Hardship Funds	£1,500.00	£1,500.00	£0.00	0.0%	
School Equipment – PA system for KS1 playground	£668.99	£670.00	£1.01	0.2%	Difference identified earlier, however PA system tagged as general, now corrected
PTA Expenses and Equipment purchased including long overdue new BBQ, storage	£707.52	£707.52	£0.00	0.0%	
Easter Egg Hunt	£226.61	£226.61			
Year 6 Party	£128.70	£128.70			
Christmas Panto	£1,558.80	£1,558.80	£0.00	0.0%	
SATS Breakfast	£54.94	£54.94			
Alumni Dinner	£589.32	£589.32	£0.00	0.0%	
Total Donations from PTA to School	£21,851.06	£21,852.07	£1.01	0.0%	

Ending Balance after donations from the PTA to School	**£25,316.86**
Closing Balance in PTA Metro Account 31 Aug 2024	**£24,775.43**
Difference -2%	(£541.43)

Opening balance plus Net Surplus minus Total Donations does not equal the Closing/Ending Balance. Some of the expenses were split across multiple events, including future ones. Since those events have not yet taken place, they are not reflected in the Net Surplus. To address this, Treasurer has simplified the process in the new school year so that the full cost is charged to the running event rather than being split. Treasurer will also build a pivot table for all items to ensure they are correctly tagged, which provides a real-time net amount for all events. The difference is negligible and the recommendation here must be implemented to minimise these differences in reporting. There was a reporting issue on last PTA Treasurer's Report against but net-net result is negligible. Recommended not to change that report but to highlight it in this Audit Report

Testing Strategy:
- Verified 100% of income over £500 and Donations from the PTA to the School
- Checked all expenditure above £500 had supporting documentation/ledger
- Confirmed bank reconciliations for opening and end of year balance

A simplified summary version of the Independent Examiner's Report, written in plain language **for non-financial trustees, parents, or PTA members**.

Independent Examination of St. Vincent's Catholic Primary School PTA Finances

Year Covered: 1st September 2023 – 31 August 2024

What Was Reviewed?

As the Independent Examiner , I looked at the PTA's finances for the past year to make sure:

- Money coming in (like from fundraising events and parent contributions) was recorded correctly.
- Money going out (for things like event costs and equipment) was spent properly and had receipts to back it up.
- The financial report given to members matched the bank records and supporting documents.

I focused on checking all transactions totalling or over £500, as these are the most significant.

What Did I Find?

- All major income and expenses were supported by proper documentation.
- The bank statements matched what was reported — so the money is accounted for.
- There was no evidence of fraud or misuse of funds.
- Overall, the PTA is managing its money responsibly and transparently.

What Issues Were Identified?

While the overall finances are in good shape, there was a small issue with how some expenses were recorded:

- Some costs were split across multiple events, including ones that haven't happened yet.
- This caused a small mismatch between the opening balance, donations, and closing balance.
- However, this did not affect the total amount of money — it was just a reporting issue.

What Is Being Done to Fix It?

The Treasurer has already taken steps to improve how finances are tracked:

- Going forward, each expense will be fully charged to the event it relates to , not split across events.
- A new Pivot Table system will be used to tag every item clearly and show real-time totals for each event.
- These changes will help keep the financial reports clearer and more accurate.

Final Verdict

- The PTA's finances have been independently reviewed and are in order.
- The small reporting issue has been addressed for next year.
- I recommend that the accounts be approved and submitted to the Charity Commission as part of the PTA's annual return.