

St. Vincent's Catholic Primary School

PTA Treasurer Report

Annual Financial Report 2024-2025

Starting Balance: £24,775.43

Event Income and Expenditure Overview:

Event/Category	Income	Expenditure	Total
Fun Run	£ 10,612.72	£ 1,046.02	£ 9,566.70
Bag2School – Autumn	£ 96.00	£ -	£ 96.00
Bake Sales – Autumn	£ 657.93	£ -	£ 657.93
Uniform Sales – Autumn	£ 133.18	£ -	£ 133.18
Coach Fund	£ 2,580.58	£ -	£ 2,580.58
Christmas Cards	£ 190.00	£ -	£ 190.00
Christmas Gift Shop	£ 3,959.83	£ 1,486.65	£ 2,473.18
Christmas Fair	£ 9,390.29	£ 1,372.47	£ 8,017.82
Disco	£ 2,684.73	£ 457.22	£ 2,227.51
Quiz Night	£ 1,121.39	£ 640.13	£ 481.26
Bag2School – Spring	£ 72.00	£ -	£ 72.00
Bake Sale – Spring	£ 556.79	£ -	£ 556.79
Bingo	£ 1,782.24	£ 458.06	£ 1,324.18
Bag2School – Summer	£ 69.80	£ -	£ 69.80
Bake Sale – Summer	£ 389.08	£ -	£ 389.08
Uniform Sales – Summer	£ 233.82	£ -	£ 233.82
Summer Fair	£ 12,436.85	£ 2,432.78	£ 10,004.07
Tea Towel	£ 1,713.23	£ 1,606.50	£ 106.73

- Total Income: £48,680.46
- Total Expenditure: £9,499.83
- Net Surplus: £39,180.63

PTA Expenses/Equipments

Event/Category	Expenditure
Catering Products	£ 306.23
Plastic Storage Box	£ 160.80
Sumup Card Readers	£ 379.20
Money Belts	£ 59.90
ParentKind Memberships	£ 247.00
PO Fees	£ 20
Gazebos	£ 919.96
AGM	£ 97.12
Independent Examiner (Audit)	£ 50.00
Others - Christmas Tree, Batteries, Walkie Talkies, Utensils	£ 544.30

- Total Expenditure: £ 2,681.56

Donations from PTA to School:

Donation Category	Amount
Christmas Books	£ 447.49
Coach Fund - Sayers Croft Trip Year5, IOW Trip, Yr1/Yr2 Coach Trip, PGL Yr6, Hounslow Urban Farm, Wetlands Center	£ 8512.50
Cross and Rosaries Yr5	£ 472.50
Flood Lights	£ 2,250.00
Easter Eggs Hunt	£ 279.65
SATS Breakfast	£ 632.80
Therapy Service	£ 3,750.00
Beauty and the Beast	£ 1,399.00
Camcorder	£ 408.00
IPad EYFS, IPad Cases, IPad Adaptor, Camera	£ 1,929.36

- Donations: £20,081.3

Confirmed Donations from PTA to OPAL:

Donation Category	Amount	Paid to School
Storage Boxes	£ 254.95	Y
OPAL play - purchasing card	£ 800.75	Y
Mics Items - water play, art and crafts	£ 946.04	N
TTS Medium Storage	£ 13,348.00	N
Costume and Figures	£ 462.82	N

- Donations: £1,055.70

Notes

- The Summer Fair Match Funding of £1,000 was not received until September 2025 (the following school year).
- A school invoice covering certain 2024 expenses (£985.21) was paid on 7 November 2024 after the school issued the invoice.
- Bulk purchases totalling £478.83 were made in advance and used across multiple events; these are not included in the individual event expense totals.
- A £660 deposit has been paid towards the Christmas Fair 2025
- £338.73 was paid for Christmas Books 2025

Ending Balance: £37,715.75

PTA Funds Reserve and Planned Donations

Balance Of Accounts As At 01/09/2025	Amount
Metro Bank	£ 37,715.75

Donation Category for 2024-2025 (estimation)	Amount
Coaches	£ 5,000.00
Hardship Funds	£ 1,500.00
School Counselor Sponsorship (2nd year)	£ 4,000.00
Christmas Books, Rosaries, Easter Eggs, the Christmas Panto, SATs breakfast.	£ 3,000.00
OPAL	£ 14,756.86

Available Funds	Amount
Balance	£ 22,958.89

Grant Chik, Kamilla Whatling 29 Sept, 2025

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Grant Chik, Kamilla Whatling 29 Sept, 2025

Charity Number: 1096385

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

Date: 26th February 2026

Examiner's Name: Dhar Solanki

Role: Independent Examiner

Period Examined: 1st September 2024 to 31st August 2025

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 2024 to 31st August 2025**

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 receipts 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.

It is my understanding that Mr. Grant Chik had formally resigned from his position as PTA Treasurer, and that Ms. Hayley Williams has been duly voted in as the new PTA Treasurer sometime during or just after the financial year being tested.

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

Though no unauthorised or irregular expenditure was identified, there were minor discrepancies were found in the recording of income between the Treasures Annual Report and the Metro Bank Statements, these are detailed in the below section.

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

Though no unauthorised or irregular expenditure was identified, but there were minor discrepancies in the recording of expenses between the Treasures Annual Report and the Metro Bank Statements and these are detailed in the below section.

c) Bank Reconciliation

As above, the bank statements mostly reconciled with the Annual 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 Income (Sum of Amount In) and the Expenses (Sum of Amount Out) on the Annual Treasurers Report did not match that on the detailed Metro Ledger. As can be seen in the working paper above, the difference highlighted is minor, the Treasurers Report must ensure that as far as possible, all the Metro entries, by individual event are recorded in the Annual Treasurers Report. [See Working/Testing Paper attached 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 but acceptable.

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 wherever possible or recorded clearly
- The External Examiner has built a Pivot Table from the Metro Data and it is recommended that the PTA Treasurer continue to use this format to ensure all items are correctly tagged and provide a real-time net amount for each event

5. Recommendations

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

Recommendation | Description |

- ✓ The Independent Examiner has built a Pivot Table directly from the Metro Sheet | 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 practically possible)
- ✓ Retain All Receipts Digitally | Even for smaller amounts, keep digital copies of all receipts for better audit trail, wherever practically 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 and continual review 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 2025.
- 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.

Independent Examiner's Report 2024 – 2025 - St. Vincent's Catholic Primary School PTA

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

A separate Working/Testing Paper has been sent separately with this report and should be read in conjunction with this report.

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 2024 – 31 August 2025

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.
 - The External Examiner has built a Pivot Table from the Metro Data and it is recommended that the PTA Treasurer continue to use this format to ensure all items are correctly tagged and provide a real-time net amount for each event. These changes will help keep the financial reports clearer and more accurate.
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Final Verdict

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

