

BALSHAW LANE PARENTS, TEACHER AND FRIENDS ASSOCIATION CIO

England & Wales · Charity number 1200868

Details

Status Registered

Legal form CIO

Registered 2022-11-01

Register [View on the Charity Commission register](#)

Contact

Address Balshaw Lane Community Primary
School
Bredon Avenue
Euxton
Chorley

Phone 01257278722

Email balshawlaneptfa@gmail.com

Website <https://www.balshawlane.lancs.sch.uk/ptfa/>

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: (1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL; AND (2) ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: Charity setup to raise funds to support the students of Balshaw Lane Community Primary School, Euxton, Chorley. Raising funds to support their educational needs including transport costs for school trips, library books, school learning resources, iPads and ICT equipment as well as many other things to help with their development needs. Our activities are mainly carried out on the school premises

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People

Geography

- Lancashire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£27,545	£24,924	-	-
2024-08-31	£21,149	£20,113	-	-
2023-08-31	£18,515	£5,595	-	-

Trustees

Name	Role	Appointed
Steven John Warburton	Chair	2022-11-12
Catherine Hodgson		2025-01-22
Nicola Anne Davis		2025-09-23

Accounts



Balshaw Lane Primary School Parents Teachers and Friends Association CIO

Registered Charity Number: 1200868

Annual Report and Accounts 2024-2025

DETAILS:

Balshaw Lane Parents Teachers and Friends Association CIO

Registered Charity Number: 1200868

Registered Address:

Balshaw Lane Primary School

Bredon Avenue

Euxton

PR7 6NS

Email: Balshawlaneptfa@gmail.com

Date of Registration: 01 November 2022 CIO Reg

Insurers: Parent Kind

Bank: Virgin Money

Accountants: N/A

GOVERNANCE AND STRUCTURE:

Balshaw Lane PTFA is a registered charity CIO and governed in accordance with its constitution and the Charity Commission Guidelines by the Trustees and its Committee.

TRUSTEES:

Ms Helen Elaine Gregson – Head Teacher / Trustee – resigned December 2024

Mrs Catherine Hodgson – Head Teacher / Trustee – appointed January 2025

Mr Steven John Warburton – Chair / Parent – appointed 12 November 2022

Mrs Kate Bibby – Treasurer / Parent – appointed 12 November 2022

COMMITTEE:

Mr Steven John Warburton - Chair

Mrs Kate Bibby - Treasurer

Mrs Nicky Davis - Secretary

Mrs Ruth Dobson - Committee Member

Mrs Karla Erskine - Committee Member (joined August 2024)

The Trustees present this report for the year ending 31st August 2025.

OBJECTIVES OF THE CHARITY:

To advance the education of the pupils in the school in particular by:

- (1) Developing effective and meaningful relationships between the staff, parents, children and others associated with the school and;
- (2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

PUBLIC BENEFIT STATEMENT:

The trustees have complied with their duty under the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

INDEPENDENT EXAMINATION:

As the Charity's gross income exceeded £25,000 during the year, the Trustees arranged for the accounts to be independently examined.

The independent examination was carried out by CMA Accountancy Ltd, who are independent of the charity's day-to-day management and administration.

An audit was not required under the Charities Act 2011.

REPORT OF THE CHAIR AND TREASURER:

The committee is made up of parent volunteers who work closely with the school to raise funds that directly benefit the pupils of Balshaw Lane Primary School.

During the year, the committee worked closely with Head Teacher Ms Helen Gregson until her departure in December 2024. The committee would like to extend its sincere thanks to Ms Gregson for her support and contribution to the PTFA during her tenure. From January 2025, the committee welcomed the incoming Head Teacher, Mrs Catherine Hodgson, and looks forward to continuing a positive and collaborative working relationship.

The committee has continued to benefit from the support of parents, carers, school staff and volunteers who generously give their time to help organise and run events throughout the year. Their contribution remains invaluable to the success of the PTFA.

The year has been a particularly successful one financially. Total donations and fundraising income exceeded £25,000 for the first time, reaching £27,545. This is a fantastic achievement for the PTFA and reflects the continued support of our school community.

During the year, the PTFA invested £13,474 back into the school through a range of projects, resources and activities for pupils. The largest investment was the installation of the new Outdoor Reading Shelter, alongside funding for reading books, educational visits, EYFS resources and improvements to the school environment.

Despite this significant investment, the charity generated a net surplus of £2,621, increasing reserves to £10,571 at the year end and ensuring funds remain available to support future school projects.

The committee would also like to thank the local businesses, corporate supporters and members of the wider community who contributed through sponsorships and donations during the year. Their generosity helped maximise the funds available to support the school and its pupils.

The committee would like to extend a heartfelt thank you to all volunteers, parents, staff and supporters who gave their time to organise, run and support events throughout the year. Their continued support remains vital to the success of the PTFA.



FINANCIAL REVIEW:

Opening Balance:	£7,950 (as at 31.08.2024)
Total Income:	£27,545
Total Expenditure:	£11,450
Donations to School:	£13,474
Net Surplus:	£2,621
Closing Balance:	£10,571 (as at 31.08.2025)

GENERAL REVIEW:

The committee remained committed to putting the FUN into FUNDRAISING and delivered a varied and well-supported programme of events across the academic year. Alongside established favourites, several new initiatives were introduced during the year.

The **Colour Run** proved to be the highlight of the year, bringing together pupils, families and staff for a fun-filled community event. The event attracted fantastic sponsorship, excellent participation and a brilliant atmosphere, making it both a memorable experience and a significant fundraising success.

The committee also introduced a **Silent Disco**, providing a more inclusive and neurodiversity-friendly event for pupils. The event was extremely well received and has provided a valuable addition to the PTFA calendar.

A new **School Uniform Initiative** was launched during the year, sourcing and selling brand new school uniform to parents at reduced prices. The scheme has helped support families with affordability whilst generating additional income for the school.

Feedback from events held throughout the year has continued to be overwhelmingly positive. The committee aims to maintain a diverse and balanced programme of activities, ensuring there is a mixture of fundraising events, family activities and opportunities for the wider school community to come together.

The committee will continue to review and refresh events where appropriate, building on successful new initiatives introduced this year whilst retaining the events that remain popular with pupils and families.

FUNDRAISING ACTIVITIES 2024-25

Estimated surpluses*:

• Halloween Disco	(£1,700)
• Reception Tea Towel Keepsake	(£132)
• Christmas Film Night	(£975)
• Christmas Toy Raffle	(£778)
• Xmas4Schools Christmas Cards	(£149)
• Winter Biscuit Decorating	(£480)
• Christmas Fair	(£1,100)
• Valentines Disco	(£658)
• World Book Day Balshaw Bars	(£406)
• Springo Bingo	(£840)
• Colour Run	(£1,947)

- Silent Disco (£1,287)
- Summer Fair (£2,200)
- 200 Club School Lottery (£658)
- Uniform (£885)
- Easy Fundraising/Asda Cashpot/Business sponsors (£1,971)

* The surpluses above were estimated and communicated to the school community following each event. These figures represent the approximate surplus generated by individual fundraising activities and exclude donations to the school and other transactions during the year.

RECOMMENDATIONS AND FUTURE OBJECTIVES:

1. Communication

The committee continues to consider ways in which it can communicate better with our school families. Currently this is done via the school newsletter in the main. The committee aims to utilise the PTFA page on the school website as well as social media channels. Parent WhatsApp Groups have also proved useful in providing immediate and effective communication. The PTFA have their own designated email via which contact can be made: balshawlaneptfa@gmail.com

2. Eco – Friendly

To continue aligning with the school's environmentally conscious approach and minimise paper use where possible.

3. Sponsorship, Business Donors and Match Funding

To explore further sponsorship, business donations and match-funding opportunities to maximise fundraising potential.

OBSERVATIONS:

N/A

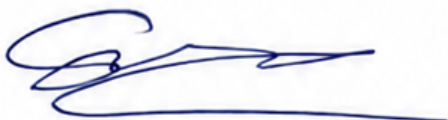
ACCOUNT RESERVES:

The committee strives to retain a permanent £1,000 balance reserve to ensure there are sufficient funds to cover operational expenses.

APPROVAL OF THE TRSUTEES' ANNUAL REPORT

The Trustees declare that they have approved the Trustees' Annual Report above.

Signed on behalf of the charity's Trustees:

A handwritten signature in blue ink, appearing to be 'S. Warburton', with a long horizontal flourish extending to the right.

Mr Steven John Warburton
Chair and Trustee

Date: 18/6/2026.

STATEMENT OF FINANCIAL ACTIVITIES (SOFA):

For the year ended 31 August 2025

	Unrestricted Funds (£)	TOTAL 2024/25 (£)	TOTAL 2023/24 (£)
Income			
Donations and fundraising income	27,545	27,545	21,150
Total Income	27,545	27,545	21,150
Expenditure			
Fundraising and event costs	11,450	11,450	6,357
Charitable activities (donations to school)	13,474	13,474	20,113
Total Expenditure	24,924	24,924	26,470
Net surplus/(deficit) for the year	2,621	2,621	(5,320)
Total funds brought forward	7,950	7,950	13,271
Total funds carried forward	10,571	10,571	7,950

STATEMENT OF FINANCIAL POSITION (SOFP):

As at 31 August 2025:

	2024/25 (£)	2023/24 (£)
Current assets		
Cash at bank and in hand	10,571	7,950
Total current assets	10,571	7,950
Creditors: amount falling due within one year	-	-
Accrued expenses	-	-
Net current assets	10,571	7,950
Total net assets	10,571	7,950
Funds		
Unrestricted funds	10,571	1,950
Designated funds (Note 2)	-	6,000
Total funds	10,571	7,950

NOTES TO THE ACCOUNTS

1. Accounting policies

The accounts have been prepared on an accruals basis in accordance with the Charities Act 2011 and the Charities SORP (FRS 102). The charity is a public benefit entity.

2. Funds

All funds held by the charity at 31 August 2025 are unrestricted funds.

At 31 August 2024, £6,000 of unrestricted funds had been designated by the committee towards the Outdoor Reading Shelter project. The project was completed during 2024/25.

3. Trustees and committee members

No trustee or committee member received remuneration or expenses during the year.

4. Independent examination

The accounts have been independently examined by Jess Anderson, a chartered accountant and parent, independent of the charity's management and administration.

5. Reserves policy

The charity aims to maintain a minimum unrestricted reserve of £1,000 to meet ongoing operational commitments. Remaining reserves are held to support future agreed school projects and activities.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Balshaw Lane Primary School Parents Teachers and Friends Association CIO

**On accounts for the year
ended**

31st August 2025

**Charity no
(if any)**

1200868

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08/ 2025.

**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 (other than that disclosed below *) 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:

Date:

16/6/2026

Name:

Chris Alcock, CMA Accountancy Ltd

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

Chartered Institute of Management Accountants (CIMA)

Address:

39 Skull House Lane, Appley Bridge, Wigan, WN6 9DR.

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.

Accounts

Balshaw Lane Primary School Parents Teachers and Friends Association CIO

Registered Charity Number: 1200868

Annual Report and Accounts 2023-2024

DETAILS:

Balshaw Lane Parents Teachers and Friends Association CIO

Registered Charity Number: 1200868

Registered Address:

Balshaw Lane Primary School

Bredon Avenue

Euxton

PR7 6NS

Email: Balshawlaneptfa@gmail.com

Date of Registration: 01 November 2022 CIO Reg

Insurers: Parent Kind

Bank: Virgin Money

Accountants: N/A

GOVERNANCE AND STRUCTURE:

Balshaw Lane PTFA is a registered charity CIO and governed in accordance with its constitution and the Charity Commission Guidelines by the Trustees and its Committee.

TRUSTEES:

Ms Helen Elaine Gregson – Head Teacher / Trustee – appointed 12 November 2022

Mr Steven John Warburton – Chair/ Parent – appointed 12 November 2022

Mrs Kate Bibby – Treasurer/ Parent – appointed 12 November 2022

COMMITTEE:

Mr Steven John Warburton	-	Chair
Mrs Kate Bibby	-	Treasurer
Mrs Nicky Davis	-	Secretary
Mrs Ruth Dobson	-	Committee Member
Mrs Joanne Murphy	-	Committee Member (resigned December 2023)

The Trustees present this report for the year ending 31st August 2024

OBJECTIVES OF THE CHARITY:

To advance the education of the pupils in the school in particular by:

- (1) Developing effective and meaningful relationships between the staff, parents, children and others associated with the school and;
- (2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

PUBLIC BENEFIT STATEMENT:

The Trustees have complied with their duty in Section 4 of the Charities Act 2006 to have regard to guidance on public benefit published by the Commission.

INDEPENDENT EXAMINATION:

As the Charity's gross annual income has not exceeded £25,000 there is no requirement to have the accounts independently examined or audited. During the Charity's first operational year 2022-2023, the Trustees were keen to invite independent scrutiny of the accounts and obtain independent feedback and instructed Smith and Goulding Chartered Accountants who prepared the annual accounts for submission to the Charity Commission. This year, the Trustee's have invited Karla Erskine, a registered chartered accountant and school parent to provide independent examination of the accounts. This will afford the Trustees the benefit of independent examination and feedback whilst preserving the charitable funds for their intended purposes.

REPORT OF THE CHAIR AND TREASURER:

Our committee is made up of 4/ 5 members who are all parents of children who attend the school. During the course of the year 2023-2024 one of our committee members (JM) resigned from her role due to her daughter moving schools. Unfortunately, the committee have been unable to recruit a replacement.

However, this year the committee have enjoyed wider support from other school parents, teachers and friends including regular attendees at committee meetings. Whilst these persons do not wish to undertake a formal committee role, they have provided invaluable support and feedback to the committee both in the organisation and running of events as well as decision making.

The committee have continued to work closely with the Head Teacher Ms Gregson and the wider staff body to help determine how the PTFA can continue to support the school in their fundraising activities. NB. Ms Gregson will retire in December 2024.

The committee have remained committed to putting the FUN into FUNDRAISING and have once again organised a diverse range of activities and events which have provided social opportunities for the children and their families whilst raising vital funds for our school community.

Events Schedule for 2023-2024 (including estimated profits*):

• Halloween Disco	(£1,559)
• Reception Tea Towel Keepsake	(£179)
• Christmas Film Night (cancelled)	(£0)
• Christmas Toy Raffle	(£990)
• Xmas4Schools Christmas Cards	(£229)
• Christmas Biscuit Decorating	(£410)
• Christmas Fair	(£825)
• Valentines Disco	(£1,400)
• World Book Day Balshaw Bars	(£478)
• Springo Bingo	(£1,000)
• Sponsored Bounce	(£4,133)
• Summer Disco	(£1,800)
• Summer Fair	(£2,200)
• Krispy Kreme Donut	(£303)
• 200 Club School Lottery	(£514)
• Business Donations/Match Funding	(£990)
• *the profits were estimated to provide immediate feedback to the school community following events; less the known expenses, pending preparation of the formal accounts for the year ending 31 st August 2024.	

We would like to extend a huge thank you to the members of our committee who have given up hours of their own time to organise and support our events. With further thanks to those beyond our committee who have volunteered, taken on operational responsibilities, helped set up, run and pack away events. It is greatly appreciated.

With funds raised from this years' events and activities, the PTFA have been able to support our school by funding:

£1470.00	Science Week Activities
£185.85	Year 5 Coach Trip Shortfall
£150.00	Young Voices Coach
£7197.00	IPADS
£365.00	ICT Project
£105.00	History Trip
£150.00	Coach Trip
£50.00	Year 4 Linking Project
£3,000.00	Library Books
£989.92	Reception Bikes

(NB. In addition £6,449 was paid out for items noted in the 2022-2023 Trustees Report that were invoiced for and paid for after the 22/23 accounting period ended, but from funds raised during this period and thus falls into this accounting period accordingly.)

Note: £6,000 remains reserved within the account for the outdoor reading shelter, plans for which are currently in progress and this aims to be completed in 2025.

FINANCIAL REVIEW:

Opening Balance:	£13,270.80 (as at 31.08.2023)
Total Income:	£21,149.49
Total Expenditure:	£6,357.17
Donations to School:	£20,112.61 (including £6449.84 from previous year)
Total Profit:	£14,792.30
Closing Balance:	£7,950.51 (as at 31.08.2024)

GENERAL REVIEW:

The committee have continued to receive positive feedback from the events held this year. The committee aim to arrange a diverse range of events and activities spread evenly across the school year calendar and to include events for the children to enjoy independently and those to include our school families and wider school community.

The committee aim to agree the calendar of events with the school staff at the beginning of the school year and to publish this with the wider school community for early and effective communication. Unfortunately, due to a diary clash it was necessary to postpone the Christmas Film Night and there was insufficient time within the calendar to re arrange. The Christmas Film Night is well received, and despite there being suggestion that this event is moved from the Christmas / Winter term due to constraints and other activities, the committee have agreed by majority to retain it in within the calendar of winter term events for next year due to its popularity.

A keepsake Reception Class Tea Towel was introduced this year and received positive feedback with a 96% uptake. It has been agreed by majority vote that this will be retained next year.

The Halloween Disco was a great success. The committee have considered ways in which to keep the discos fresh by rotating activities e.g. Lucky Dip, Spin the Wheel, Guess the Name of the Teddy and Number of Sweets. Feedback suggested that the disco timings are moved to a slightly earlier start to account for the younger children – consideration was given to holding a separate disco for the reception children was vetoed and it was agreed by majority vote that the disco start time move by 15 minutes earlier at the next (Valentines) Disco. It was also agreed that Hotdogs will be offered as part of the ticket price at future discos to maximise profits without increasing costs for parents.

The committee arranged for a Christmas Fair to be held, for the first time this year. Despite the terrible weather, which forced the event solely indoors, and the efforts required to plan and set up the event, it was agreed by majority vote (following feedback to the school staff) that the event was a community celebration and will be retained with possible review to improve.

The introduction of a third “Summer Disco” following the success of the Coronation Disco was well received and generated a huge profit for the organisation. Feedback suggests that the discos remain one of the most popular events in our calendar and a parent has suggested the introduction of a “Silent Disco” as a neuro diverse friendly option. Whilst this will present an organisational challenge, and be more costly to arrange, the committee have pledged to consider this for next year.

The Sponsored Bounce returned for a second year due to its popularity last year and committee agreement that a sponsored event should remain a permanent fixture within the events calendar. The event generated a large profit and remained well received by pupils and their families however the committee have voted to consider a different sponsored event next year such a Colour Run or Bog Eyed Jog to maintain interest and enjoyment.

The committee continue to face the challenge of maintaining affordable events to remain as inclusive and accessible as possible for our school families whilst balancing increased costs and expenses. The committee agreed by majority vote to retain event pricing for this year but may need to consider small increases next year, especially so given other local schools are charging higher prices for their events than ourselves.

This year, after exploring event sponsorship and match funding we were lucky enough to receive £990.00 Match Funding from Hydes Toys and Games – via one of our school parents who kindly donates all toys to our Christmas Toy Raffle. The committee have pledged to explore other options next year to maximise this income stream.

RECOMMENDATIONS AND FUTURE OBJECTIVES:

(1) Communication

The committee continue to consider ways in which it can communicate better with our school families. Currently this is done via the school newsletter in the main. The committee aim to utilise the PTFA page on the school website as well social media channels. Parent WhatsApp Groups have also proved useful in providing immediate and effective communication. The PTFA have their own designated email via which contact can be made: balshawlaneptfa@gmail.com

(2) Eco – Friendly

The committee have continued to align with the school's environmentally conscious approach and paperless policy. Events have been made ticketless and online payment platform SumUp has been introduced to aid purchases from November 2023. This will also offer better accountability.

(3) Sponsorship, Business Donors and Match Funding

This year saw the committee's first Match Funding donation. The committee will continue to explore ways in which sponsorship opportunities, business donations and match funding can be maximised. The committee are in the process of exploring the Tesco Blue Chip with school and sponsorship for our larger events next year.

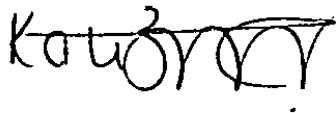
OBSERVATIONS:

N/A

ACCOUNT RESERVES:

The committee strive to retain a permanent £1,000.00 balance reserve to ensure there are sufficient funds to cover operational expenses. At the end of this accounting period an additional balance of £6,000.00 continues to remain which is reserved for the outdoor reading shelter which is currently in progress and should be completed in late 2024/early 2025.

Prepared by:

A handwritten signature in black ink, appearing to read 'Kate Bibby', with a stylized, cursive script.

Signed..... Mrs Kate Bibby

Agreed by:

Signed..... Mr Steven Warburton

Signed..... Ms Helen Gregson

Balshaw Lane Parents Teachers and Friends Association CIO
(Charity Number 1200868)

Balshaw Lane Parents Teachers and Friends Association CIO (Charity Number 1200868)

FOR THE PERIOD FROM 01.09.2023 TO 31.08.2024

Opening Balance of Account ending #6289 as at: 13,270.80

AMOUNT

RECEIPTS

Virgin Account Cashback Rewards	17.52
Halloween Disco	1811.22
Christmas Toy Raffle	990
Match Funding	990
Christmas Biscuits	390
Reception Tea Towels	410
200 Club Income	514
Christmas Fair	1412.05
Valentines Disco	2064.15
Spring Bingo	1330.05
World Book Day Balshaw Bars	1490.38
Summer Disco	2200.29
Krispy Kreme Donuts	605.5
Summer Fair	2590.22
Sponsored Bounce	4334.11

Sub Total Gross Income for AR: 21149.49

PAYMENTS

Halloween Disco	383.52
Christmas Biscuits	278.86
Reception Tea Towels	231
200 Club Prizes	152.2
Christmas Fair	760.44
Valentines Disco	234.15
Spring Bingo	330.05
World Book Day Balshaw Bars	1,012.38
Summer Disco	502.39
Krispy Kreme Donuts	302.5
Sponsored Bounce	201.11
Summer Fair	501.18
Leavers Disco (not for profit)	471.77
Reimbursed expenses from previous AR	40.81
Insurance (Parentkind Annual Fee)	153
Lottery and Societies Club License	40
Annual Film Licence	78.38

Donations to School 20,112.61

Balshaw Lane Parents Teachers and Friends Association CIO
(Charity Number 1200868)

ASSET AND INVESTMENT PURCHASES

Outdoor Lighting	99.96
Stationary (Class Boxes)	82.5
Hotdog Machine	290.99
Griddle	167.98
Ikea Reuseable Plastic Cups	42

Subtotal Payments for AR **26469.78**

Cash Funds this year end 7950.51

Closing Balance of Account ending #6289 as at: **7950.51**

Prepared by: Mrs Kate Bibby (Treasurer)

Independantly Reviewed by: Mrs Karla Erskine (Accountant)

Accounts

Balshaw Lane Primary School Parents, Teachers and Friends Association CIO
Registered Charity Number: 1200868

Annual Report and Accounts 2022-2023

DETAILS:

Balshaw Lane Parents Teachers and Friend Association CIO

Registered Charity Number: 1200868

Registered Address:

Balshaw Lane Primary School

Bredon Avenue

Euxton

PR7 6NS

Email: balshawlaneptfa@gmail.com

Date of Registration: 01 November 2022 CIO Reg

Insurers: Parent Kind

Bank: Virgin Money Business Banking

Accountant: Smith and Goulding

GOVERNANCE AND STRUCTURE:

Balshaw Lane PTFA is a registered charity CIO and governed in accordance with its constitution and the Charity Commission Guidelines by the Trustees and its Committee.

Trustees:

Ms Helen Gregson – Head Teacher/ Board Member	Appointed 12 November 2022
Mr Steven John Warburton – Parent / Chair	Appointed 12 November 2022
Mrs Kate Bibby – Teaching Assistant Staff/ Treasurer	Appointed 12 November 2022

Committee:

Chair	-	Mr Steven Warburton
Treasurer	-	Mrs Kate Bibby
Committee Members	-	Mrs Ruth Dobson, Mrs Nicky Davis and Ms Joanne Murphy

The Trustees present this report for year ending 31st August 2023.

OBJECTIVES OF THE CHARITY:

To advance the education of the pupils in the school in particular by:

- (1) Developing effective and meaningful relationships between the staff, parents, children and others associated with the school and;
- (2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

PUBLIC BENEFIT STATEMENT:

The Trustees have complied with their duty in Section 4 of the Charities Act 2006 to have regard to guidance on public benefit published by the Commission.

INDEPENDENT EXAMINATION:

As the Charity's gross income has not exceeded 25,000 there is no need to instruct an independent audit or examination of the accounts however the Trustees and wider committee feel that it remains in the best interests of the association to have an independent review of the accounts undertaken annually and submit professionally prepared accounts to the Charity Commission.

REPORT OF THE CHAIR AND TREASURER:

Our committee is made up of 5 members who are all parents of children who attend the school.

Our committee work closely with the Head Teacher Ms Gregson and the wider staff body to help us determine what the school would like us to raise money for and organise a diverse range of events to support this.

Our committee remain committed to putting the FUN into FUNDRAISING through organising activities and events which provide social opportunities for our children and their families whilst raising vital funds for our school and its community.

Our highlights this year include:

- Christmas Toy Raffle
- Christmas Film Night
- Christmas Biscuit Decorating
- Spring Bingo
- Smarties Saving Challenge
- Coronation Disco
- Sponsored Bounce
- Summer Fair

We would like to extend huge thanks to all the members of the committee who have given up hours and hours of their own time to organise and support these events. With thanks to those beyond the committee who have volunteered, taken on responsibilities, helped set, run and pack away events.

With funds raised from this year, the organisation have been able to support our school in funding:

Balshaw Lane Primary School Parents, Teachers and Friends Association CIO
Registered Charity Number: 1200868

Class Libraries x 13 classes totalling 1,886.63*

new additional class Library totalling 500.00*

Reception Pet Club Visit totalling 150.00*

Museum Visit Transport Costs totalling 500.00

Building Bridges Project totalling 600.00*

Red, Write Inc Reading Book Scheme totalling 3,000.00*

Reception Books totalling 313.21*

*these items were invoiced and paid for after the end of the accounting period (September 2023) and will therefore appear as expenditure on the next annual accounts.

NOTE:

6,000 was raised towards an outdoor reading shelter. The committee have agreed to put this sum towards the project which includes an outdoor eco garden for which the school were awarded a 5,000 eco grant. The committee alongside school staff were in agreement that the school would benefit from the two projects being combined with the shelter providing a dual use reading shelter for the children at break times and an outdoor class room space as part of the eco project. This is currently with school for planning and costings. This sum will remain in our reserve funds until required.

GENERAL REVIEW:

The committee have received positive feedback from the events held this year. The committee aim to arrange a diverse range of events spread evenly throughout the terms to include those events for children only and those to enjoy with their families. Events include those which are synonymous with Balshaw Lane's history such as school discos, bingo, Christmas biscuits and the annual summer fair alongside new events which have been introduced to keep engagement and enjoyment high.

The committee aim to agree the calendar of events with school at the beginning of the school year which they aim to publish with the wider school community to ensure upfront communication and enable forward planning for our families. The committee recognise that school life takes precedence and that this can sometimes lead to late changes but hope that forward planning can negate this.

The committee aim to organise 3 events per term. The month of September is generally avoided to allow parents and carers to settle back into the school routine and noting that parents will have funded new uniforms and school shoes which are expensive. The month of July is generally avoided to allow dedication to our Year 6 Leavers activities. The committee do try and provide suitable gaps between events and avoid overlap where possible. This is often difficult with the Christmas events in what is a short period before the end of term.

This year we introduced a third annual disco alongside the much-loved Halloween Disco and Valentines Disco in support of the 'Coronation' which was well received. The committee agree by majority that this should remain as a full-time fixture in the summer term, avoiding June and July so as not to overlap with the Year 6 Leavers activities.

In addition, the Sponsored Bounce which raised monies specifically for an outdoor reading shelter received huge support and the feedback from the children was wholly positive. The committee agree by majority that an annual sponsored event should feature in the events calendar. A Bog-Eyed Jog or Colour Fun Run have been put forward and will be considered as possible future events.

The committee face the continual challenge of maintaining affordable events to remain as inclusive as possible, balanced against increasing costs and expenses. A decision was agreed by majority vote to increase the ticket entry costs to 3.00 for our Coronation Disco. This decision was taken after noticing that our neighbouring schools charge in excess of our standard 2.50 ticket price, which has remained the same at Balshaw Lane for over 7 years in the face of rising costs. The change was met with little resistance and a general appreciation for how we strive to keep our charges as low as possible. This change enabled us to keep the costs of activities within the discos themselves the same to enable participation by all.

RECOMMENDATIONS AND FUTURE OBJECTIVES:

- **Communication**

The committee propose to design a PTFA newsletter to be sent out every term which will set out the calendar of future events, provide details of monies raised and the equipment and activities it has funded. This will aim to provide parents and the wider school community with greater transparency, which in turn should lead to better engagement between the PTFA and wider school community in advancing the charitable objectives of the organisation. Earlier communication of events will ensure that carers and parents can forward plan which could lead to better support and event attendance.

- **Recruitment**

The committee still remains a small team of five and more support is needed to ensure they can continue to deliver these events and raise vital funds for our school. The committee will continue to publish the dates of the PTFA meetings in the school newsletter and encourage attendance from others. The committee recognise that they are fortunate to have the support of a team of general PTFA volunteers who help at events however more support is needed in the running of and the administration of the organisation. The committee will endeavour to avoid date changes to encourage wider attendance and will endeavour to publish the dates of meetings well in advance. The committee strive to operate as an inclusive organisation. New members are always welcome and everyone's contribution is and will be valued.

- **Environmentally Friendly**

The committee wish to align with the school's environmentally conscious approach and continue to consider how they can do so. The committee are committed to becoming paperless and will continue to consider ways in which this can be achieved. The committee have agreed to advertise all events via the school newsletter and Parentpay mailshots to avoid mass paper use. The use of a single poster in the Noticeboard will remain as an active reminder to those who may miss online communications. The committee continue to consider ways in which ticketed events can be avoided.

The committee continue to consider how they can become a cashless operation. It is recognised that this will not be possible at events such as discos and the school fair which require payments at various stalls and activities however the need for paper tickets and cash purchases could be eliminated if sales could be offered to parents online. Discussions continue with school as to whether PTFA events could be paid for via Parentpay but the committee recognise this may be difficult to administer. It is noted by the committee that neighbouring schools use their own websites and "Sum Up" stores which do come at a small cost to the organisation but would afford greater certainty and safeguard against abuse/risk, assist with accounting and eliminate banking administration for the committee.

- **Business Donors and Match Funding**

The committee proposes to look into applying for a Tesco "Blue Token" donation. The committee continue to consider how we can benefit from "Match Funding" and this is something the committee remain keen to pursue. The school already benefit from Easy Fundraising which acts as a cash back site where school receive the benefit. This was set up prior the establishment of the charity however the committee wish to ensure that this is continually publicised to the school community and especially as new families join us in September.

FINANCIAL REVIEW:

Total Income:	18,515.00
Total Expenditure:	5,595.00
Total Profit:	12,921.00

Despite the lasting effects of the Covid 19 pandemic and the cost of living crisis which has no doubt had an impact on fundraising this academic year, the committee are thrilled to have achieved a substantial profit this year with a continued annual target of 15,000.

The committee recognise that in the current financial climate, fund raising for the academic year 2023 – 2024 may present even more challenging but they remain committed to achieving this through the usual fundraising activities and through applying for relevant grants and donations.

OBSERVATIONS:

It is noted on the accounts that the income from the Toy Raffle is listed as 135.00. This is because expenses relating to other Christmas activities were paid out of petty cash received from this event. The actual profit from this fundraising event was over 400.00. The income from the 3 x Christmas events may have become mixed with parents paying for multiple things in one (eg sending in monies for toy raffle tickets plus biscuits) due to the overlap of events which may mean the actual income/profits from these events was not an accurate representation. In future the treasurer and the committee are implored to keep more accurate records of the actual income received from individual events so that the true profit value can be noted against the related expenditure. In future

Balshaw Lane Primary School Parents, Teachers and Friends Association CIO
Registered Charity Number: 1200868

expenses will be reimbursed via online banking payments now this has been set up which will promote better record keeping and minimise the risk for potential abuse.

ACCOUNT RESERVES:

The committee strive to retain 1,000 in reserve to ensure there is sufficient funds to cover the expenses of organising any one event. At the end of this accounting period (ending 31st August 2023) a larger balance remains which includes the reserve fund of 6,000 which was specifically fundraised for an outdoor reading shelter and will be retained by the committee until the funds are requested from school for the shelter/garden project.

Signed.......... (Ms H Gregson)

Signed..... (Mrs K Bibby)

Signed.......... (Mr S Warburton)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Delaware Lamp Panels, Teachers and Parents Association CIO

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01/11/2022

To

31/08/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Xmas Toy raffle - profit	135	-	-	135	-
Xmas film night - profit	1,338	-	-	1,338	-
Xmas biscuit decorating - profit	480	-	-	480	-
Spring bingo - profit	790	-	-	790	-
Smarties saving challenge - profit	919	-	-	919	-
Coronation disco - profit	1,890	-	-	1,890	-
Summer fair - profit	4,392	-	-	4,392	-
Sponsored fair	6,000	-	-	6,000	-
Loyalty rewards	5	-	-	5	-
Valentines disco - profit	2,033	-	-	2,033	-
Expenses paid from profits	534	-	-	534	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	18,515	-	-	18,515	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,515	-	-	18,515	-
A3 Payments					
Valentines disco	282	-	-	282	-
Smarties saving challenge	129	-	-	129	-
Spring bingo	221	-	-	221	-
Coronation disco	305	-	-	305	-
Summer fair	692	-	-	692	-
Coach trip to Jewish Museum	500	-	-	500	-
Sponsored bounce	324	-	-	324	-
Xmas biscuit decorating	222	-	-	222	-
Legal fees - legal fees for charity set up	2,400	-	-	2,400	-
PPS	27	-	-	27	-
Xmas film night	142	-	-	142	-
Accountancy	350	-	-	350	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,595	-	-	5,595	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,595	-	-	5,595	-
Net of receipts/(payments)	12,921	-	-	12,921	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12,921	-	-	12,921	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Virgin Money current account	13,271	-	-
		-	-	-
		-	-	-
	Total cash funds	13,271	-	-
	(agree balances with receipts and payments account(s))			

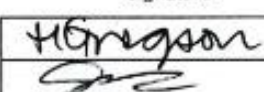
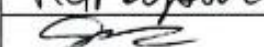
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Accountancy annual	Unrestricted	350	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	H GREGSON	12/5/24
	S WAINWRIGHT	12/7/24