

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:

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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

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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

to the nearest £
01/11/2022

To

to the nearest £
31/08/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year 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))			

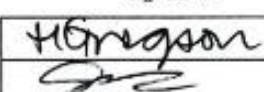
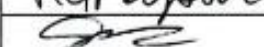
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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