

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.

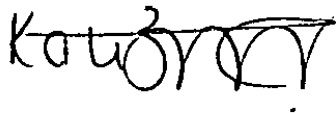
OBSERVATIONS:

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

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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

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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)