

Hayes Primary School PTA | Treasurer Report

Reporting Period: 1st August 2022 to 31st July 2023

Summary

For the reporting period, excluding the Music Hub expenditure, the PTA brought in an income of **£56,753** and spent **£51,415**, leaving a closing balance at 31st July 2023 of **£34,655**.

In addition, £78,564 was transferred over from a separate Music Hub account, which was holding monies from fundraising in previous years. A total of **£85,282** was paid towards the Music Hub in the reporting period.

The current account balance, at the time of writing this report, is **£27,260**. The difference due to £8,200 being paid for pantomime tickets, as well as income and expenditure from the Uniform Hut.

Income Streams

The PTA successfully delivered a broad range of events and fundraising activities across the year. The key ones being:

- **Colour Run**, raising a profit of **£3,140** - a significant boost from the previous year which brought in £850.
- **Fireworks**, raising a profit of £2,038; in line with the previous year.
- **Christmas Fayre**, raising profit of **£2,191**.

Other, smaller fundraising events have raised in total £5,255; the most significant contributions are:

- Discos £1,900
- Christmas Cards £1,600 (2022 and 2021)

Events including - Halloween trail, Snack Shack, Ice Creams, Fab Females, Make your own Pizza, Easter Cookies and Wonka Bars raised approximately **£1,750**

The Churchill Theatre Panto for 2023 made a profit of **£2,051** – this profit is not reflected in the accounts summary due to the expenses being incurred in September 2023.

We continue to a steady stream of funds come in via ParentPay (PTA Donations button), totalling to **£1605** this year vs £1,567 the previous year.

The Uniform Hut continues to be a consistently strong source of income for the PTA – generating a profit this year of **£3,047** vs £2,283 last year.

We also received **£827** from online sources: specifically: Easy Fundraising, Amazon Smile and Terracycle. It should be noted that Amazon Smile has recently discontinued, and we no longer support the Terracycle scheme.

Expenditure

The PTA contributed **£8,577** to goods and equipment for the school; listed as follows:

Item	£
Fish Tanks	-159
Playground equipment	-905
Book corner	-700
Playground Pals	-480
Inspirational Speaker	-500
Cinema Trip	-80
Playground equipment	-55
Playground pals badges	-89
Playground Pals Lanyards	-27
Playground equipment	-190
Soil	-50
Cinema trip	-96
Wellie Storage	-2448
Storage and padlocks	-245
Year 6 Ice Creams	-200
Garden Supplies	-161
Sand	-250
Books	-908
Candyfloss machine	-210
Black History Month	-700
Watering Cans	-124

We also incurred some PTA expenses totalling to **£1,099**; this included **£840** for a new BBQ.

Overall Conclusions & Recommendations

With close collaboration from the school this year, we have been able to make a big investment in goods and equipment that will benefit the children, which should continue to be the primary objective for our PTA. The breadth of fundraising activities that children, parents and carers have been able to get involved with, and the continued success of the Uniform Hut have made this another great year. Everyone involved, however big or small their contribution is greatly valued.

Hayes Primary School Parent Teacher Association - Charity #299114

Income and Expenditure Statement 1 August 2022 to 31 July 2023

Opening Balance @ 1st August 2022

Bank £29,317

Total Opening Balance £29,317

Overall Figures	Income	Expenditure	Surplus	Notes
Total Income	£135,317	-£129,979	£5,338	
LESS - Music Hub Account Transfer	£56,753	-£51,415	£5,338	£78,564 was transferred from the Music Hub savings account and then paid to the school
<u>Fundraising Activities & Projects</u>				
Colour Run	£6,288	-£3,148	£3,140	£250 from Sinclair Hamilton received in September '23
Fireworks	£8,674	-£6,636	£2,038	
Christmas Fayre	£4,871	-£2,681	£2,191	
Online Fundraising	£827		£827	
Uniform Hut	£12,124	-£9,076	£3,047	
ParentPay Donations	£1,605		£1,605	
Panto 2023	£10,251		£10,251	Costs paid September '23. Event profit = £2,051.34

Other Fundraising Activities	£9,887	-£4,633	£5,255
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Administrative Expenses

PTA Supplies and Admin		-£1,099	-£1,099	Includes Gazebo, lights, ParentKind
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Next Years Events		-£1,235	-£1,235	Income for these events, and further costs come in from Autumn 2022
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Contributions to the School

School Supplies		-£8,577	-£8,577
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Hub	£78,564	-£85,282	-£6,718	Income is a transfer in from the Music Hub Account
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2022 Activities

Churchill Theatre Panto	£2,225	-£7,238	-£5,013	Income received pre July 2022
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Misc

Misc		-£373		Funds came into ParentPay in error; this was a reversal of that back to the School (Godstone Farm Trip)
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Closing Balance @ 31st July 2023			£34,655
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Charity Number 299114

From: Julia Daniel <juliadaniel290@hotmail.com>

Sent: 05 June 2024 12:24

To: McKeogh, Claire

Subject: Re: PTA Accounts

Hi Claire,

All good now??

I have reviewed and accepted the accounts.

All the best

Julia

Sent from my iPhone

On 4 Jun 2024, at 12:12, McKeogh, Claire <mckeoghc@visa.com> wrote:

Hi Julia

I was holidaying last week, with no wifi, so apologies for the delay coming back to you.

You do have an eagle eye – thankyou for spotting that error. I can see why it was, and I've made a note of that in the front page, and corrected it.

A huge thank you for spending the time looking at this – if you wouldn't mind replying to this confirming that you have reviewed and accepted these. That will

meet the requirements for the Charity Commission

All the best

Claire

From: Julia Daniel <juliadaniel290@hotmail.com>

Sent: Monday, May 27, 2024 2:51 PM

To: McKeogh, Claire <mckeoghc@visa.com>

Subject: Re: PTA Accounts

Hi Claire,

On the submission sheet, the total expenditure at the top is £129,979, but the break-down totals to £129,606. This variance of £373 relates to the payment to Spring Partnership on 14th Sep 22.

Lindsay's eagle eye also spotted that you have written Primate instead of Primary in the title on the submission sheet.

Everything else looks fine, so happy to sign off once the submission sheet agrees, let me know what I need to do.

Thanks

Julia

On 24 May 2024, at 16:08, McKeogh, Claire

<mckeoghc@visa.com> wrote:

Hi Julia

Thank you so much for checking our accounts for the Hayes Primary School Parent Teachers Association

Please find attached the Accounts Summary; and some pointers here:

1. Tab "For Submission" is what will be submitted to the Charity Commission
2. That tab feeds from "Accounts Pivot"
3. The "Master" tab is a full list of all of the expenses/income

A note on Music Hub Account Transfer

We had some funds sitting in a savings account – that was transferred into this main account (£78,564). We then we paid out that, plus some extra from our account – totalling to £85,282. Those funds went to a specific "music hub" project.

So - the total income into the account, including that 78k transfer is £135k, but given that those funds came in then went out again, I've then shown a separate Total Income figure of £56,753.

Equally, on the expenditure side, to total expenditure is £129; but when you take out that transfer of £78k, it is £51k.

I just wanted to show both views.

Hopefully everything is clear,

Thank you

Claire

<PTA Accounts 22-23 at 20 Sept 23.xlsx>

<Copy of PTA Accounts 22-23 at 20 Sept 23.xlsx>