

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland · Charity number 100441

Details

Known as	OLSPCKPTA
Status	Received
Registered	2014-08-27
Register	View on the Charity Commission for Northern Ireland register

Contact

Address Our Lady & St. Patricks College Kno
120 Gilnahirk Road
Belfast
Bt5 7DL
BT5 7DL

Phone 02890401184

Email knockpta@gmail.com

Activities

Purposes: The purpose of the Association (the Purposes) is to advance the education of pupils in the school in particular by: Developing effective relationships between the staff, parents and others associated with the school; Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

What the charity does: The advancement of education

How the charity works: Education/training

Who the charity helps: Children (5-13 year olds), Youth (14-25 year olds)

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£9,769	£52,681	£0	0

Trustees

Name	Role	Appointed
Dr Anna Strzelecka Mcconville		
Dr David Coyles		
Mrs Bernadette Page		

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Accounts

OLSPCK PTA Income & Expenditure

For the Financial year ended 31 August 2024

	£	£	£
INCOME RECEIVED to 31 Aug 2024			
Uniform Sales	534.10		
Xmas Draw	3,361.77		
Fun Run	632.20		
Ladies Lunch	4,826.58		
Voucher Donation	<u>120.00</u>		
		9,474.65	
Other Income			
Interest from PTA Investment Account	160.52		
	106.20		
	12.78		
	<u>15.07</u>		
		294.57	
Total Income Received		9,769.22	
EXPENDITURE to 31 Aug 2024			
PTA Events			
Year 8 Mass	491.62		
Xmas Draw	400.00		
Fun Run	209.47		
Ladies Lunch	<u>2,421.10</u>		
Total Costs		3,522.19	
Other Expenditure			
Bank Fees	57.65		
PTA Insurance	<u>153.00</u>		
		210.65	
Distributions to beneficiaries (OLSPCK)			
Older Bids (Oct 2022)	788.93		
Bids (Nov 2023)	3,159.63		
Funds to OLSPK for Minibus	45,000		
		48,948.56	
Total Expenditure		52,681.40	
Total Loss for the year		- 42,912.18	

OLSPCK PTA Balance Sheet

For the Financial year ended 31 August 2024

Assets

Danske Charity Account	5,691
Bus Investment Account	5,606
Total Assets	<u>11,297</u>

Liabilities

Amounts ringfenced for projects previously approved:

Year 14 Leavers Plaques	700
Remaining Bids (Approved Nov 2023)	1,172
Restoration of £1000 Hardship Fund	619
Total Liabilities	<u>2,491</u>
Net Assets	<u>8,806</u>

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Accounts

OLSPCK PTA Income & Expenditure

For the Financial year ended 31 August 2023

	£	£	£
INCOME			
Strictly Come Dancing Event	50,846		
Ladies Lunch	4,778		
Golf Day - Sponsorship	250		
Donation for school Bus	200		
Uniform Sales	535		
Investment Account Interest	180		
Total Income			56,789
EXPENDITURE			
Cost of running PTA Events			
Strictly Come Dancing Event	8,534		
Ladies Lunch	2,494		
Golf Day - Deposit	80		
40th Anniversary Dinner	1,250		
Year 8 Mass	468		
Total Costs		12,826	
Other Expenditure			
Bank Fees	94		
Insurance	140		
		234	
Distributions to beneficiaries (OLSPCK)			
Older bids	3,597		
Older bids	5,233		
Bids approved 11/10/2022	1,972		
		10,802	
Total Expenditure			23,861
Profit			<u><u>32,928</u></u>

OLSPCK PTA Balance Sheet

For the Financial year ended 31 August 2023

Assets

Danske Charity Account	12,029
Bus Investment Account	42,180
Total Assets	<u>54,209</u>

Liabilities

Amounts ringfenced for projects previously approved:

Approved amounts 11 October 2022	677
Hardship Reserve	1,000
Year 14 Leavers - Plaques	700
Total Liabilities	<u>2,377</u>
Net Assets	<u>51,832</u>

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Annual report

Trustees' Annual Report to the Charities Commission for Northern Ireland

The Parent Teacher Association of Our Lady and St Patrick's College, Belfast (OLSPCK PTA)

CCNI no: NIC100441

Trustees for the Financial Period ending 31 August 2023:

Bernadette Sweeney, Chair

Helen Robinson, Secretary

David Coyles , Treasurer

Introduction

This Report is the Annual Report of OLSPCK PTA to the CCNI for the financial year ending 31 August 2023. It represents the ninth annual report of the PTA since registering with the CCNI in 2014-15. The PTA has been in existence since 2010, with the last AGM being held in person at the College on Tuesday 11th of June 2024. Regular meetings are held in person on the second Tuesday of every month with minutes taken of all meetings.

Year's Events with PTA involvement (chronologically)

Year 8 Mass

The Year 8 Mass usually takes place every September in the college and welcomes new pupils and their parents/guardians to the college, with the PTA members providing the refreshments after the Mass in the college canteen. The Chair is given the opportunity to address the pupils and their families after the mass and to introduce the PTA and its work to them. This proves to be very

productive as during the address, the Chair encourages parents/ guardians to get involved with the PTA, either by becoming an active member or offering their services while running PTA fundraising events.

This took place on Thursday 29th September 2022. Goodie bags were provided by the PTA to around 180 year eight pupils after the event. The PTA incurred expenses of £468.00 in connection with this activity.

OLSPCK DOES STRICTLY 2022

After two Covid postponements, the great patience of the organising subcommittee bore fruit on Saturday 22nd November at La Mon Hotel and Country Club, which seen a sellout crowd of 500 people attending.

After 9 weeks of intensive training, 11 couples, including teachers, college staff, and parents, took to the stage and performed a dance each, in a “one night only” extravaganza.

IN TOTAL WE RAISED £50,846.

How we raised this was through:

1. Ticket sales to the value of £9500.00.
2. The subcommittee worked very hard encouraging and selling program sponsorship to the local business community.
We raised program advertising to the value of £19,650.00.
3. Each couple gained sponsorship with each £1 pledged was a single vote for the chosen couple.
This was raised through Just Giving pages leading up to the event and payments taken on the evening of the event.
We raised couple sponsorship to the value of £21,695.00.

It was a huge success, not only for fundraising aspect of it, but for the feel good factor and comradery amongst the College community and beyond, especially after us all recovering from the covid pandemic.

Out of the total net funds raised in this pardon, £42000 were transferred to an investment account to contribute towards a donation fund for the future purchase of a new school minibus that will be of significant benefit to school for many years to come.

PTA stand at the College Open Day

At the College Open Day each January, the PTA usually takes a stand with committee members present to introduce themselves to prospective new pupils and parents. The PTA Information Booklet is handed out and a Uniform Upcycling Stand is also on display. This took place on Saturday 21st January 2023.

Uniform Upcycling

The uniform upcycling as an initiative continues. It has four aims:

- To ease the financial burden on parents.
- To help the environment.
- To demonstrate social responsibility and
- To raise funds for the PTA.

This has proved quite popular amongst parents and pupils.

We advertise this facility on our socials as well as in our information booklet.

Sales for the year ended August 2023 were £535. A Senior Teacher at the College and a staff member oversee the stocks and sales within the College.

PTA Information Booklet

The PTA information booklet was updated in May 2023 with recent events to ensure that all details were current and relevant to the ongoing work of the PTA. The updated booklet became available for distribution to new parents directly from the school in May 2023.

Ladies Lunch-Four Winds 3rd June 2023

The Four Winds in Belfast was very comfortable setting for what seems to be becoming our popular yearly event “Ladies Lunch”.

It was a sellout event with around 110 ladies attending. It is a fabulous opportunity for ladies including teachers, parents, and friends of the college, to come together to enjoy a two-course meal. This then was followed by a Fashion Show with clothes provided by Lulabelle fashions, we also had our usual raffle, prizes donated by local businesses, and the Head and Tails game.

The sun shone brightly and once again this was a great social success, we raised £2284.00.

Achievements:

Funds raised/Funding applications process.

During the financial year ended August 2023, the PTA raised net funds of **£32,928:**

Total Income: £56,789

1. OLSPCK DOES STRICTLY: £50,846
2. Ladies Lunch – June 2023: £4,778
3. Golf Day sponsorship: £250
4. Donation: £200
5. Uniform upcycling: £535
6. Investment account interest: £180

Total Expenditure: £23,861

1. OLSPCK DOES STRICTLY: £8534
2. Ladies Lunch – June 2023: £2494
3. Golf Day deposit: £80
4. 2025 40th anniversary dinner deposit: £1250
5. Year 8 Mass: £468
6. Bank fees: £94
7. Insurance: £140
8. Distribution to beneficiaries (OLSPCK Bids): £10,802

Bids

A few years ago, it was agreed that a new Bidding Process from Departments and teachers would be undertaken bi-annually in October and March. Applications are filtered through the principal before presentation to the full PTA Committee to ensure they meet our set criteria such as utilisation of the good or service across as many year groups as possible, longevity of the item and a reasonable cost vis a vis PTA funds.

During this financial year, because our main aim was to raise as much funding to go towards the new college mini coach, we only had the bidding process

once. This was in October 2022. The range of bids were extensive, and always a key element of our agreed outlay relates to mental health and wellbeing of all year groups, with us supporting Study workshops for Year 12 & 14.

We also have a "Hardship Reserve" initiative, being an ongoing annual funding by the PTA. We always try to support the workshop, "laugh in the Face of Exams" each year, which helps pupils and parents cope with exam pressure. Other bids we supported were, The Irish News Critical Literacy Project, English Dept, outdoor speakers for the PE Dept, Weather recording Equipment Geography Dept, Cookery School classes HE Dept, visualisers, Whiteboards and pens, Chalice, and Masks/ baking and craft supplies. These are used by our pupils while visiting various homes at Christmas time.

The total amount approved for bids this financial year was £4304.00, of which £1972.00 was claimed during the reporting period. We also released funds during this financial period for bids that were approved during the previous report period, amounting to £8830.

As nearly all of our funds come from school parents, we communicate our expenditure, not only at the AGM, but also through the e-Bulletins that are issued throughout the year.

Trustees' statement regarding the public benefit requirement

In setting our objectives and planning our activities for the year the trustees continue to consider the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries. We have done so by always having regard to our constitution-the PTAUK model constitution under which we are established and, as demonstrated by the projects funded above, we are making a difference to our charity's beneficiaries, namely the students of Our Lady and St Patrick's College, Knock.

Bernadette Sweeney,

**Chairperson, on behalf of the Trustees of Our Lady and St Patrick's College
Knock, Parent Teacher Association.**

May 2024

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Annual return

Independent Examiner's Report to the Trustees of Our Lady and St Patrick's College, Knock, Parent Teacher Association

I report to the charity trustees on my examination of the accounts of the company for the year ended (31/08/2023) which are set out on pages 1 to 2

Respective responsibilities of trustees and examiner

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008;
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Signed:



Name: KEITH MC MANUS

HLB McGuire + Farry

Emerson House, 14B Ballynahinch Rd,

Carryduff, Belfast BT8 8DN

Date 18/06/2024

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Accounts

OLSPCK PTA Income & Expenditure

For the Financial year ended 31 August 2022

Opening Bank Balance 16,905

Income

Uniform Sales	200	
Fun Run	2,899	
Ladies Lunch	4,120	
Spring Draw	2,420	
Gift Aid	1,668	
Total Income		11,306

Expenditure

Cost of running PTA Events

Fun Run	195	
Ladies Lunch - Four Winds	2280	
Spring Draw Prizes	1000	- 3,475

Other Expenditure

Year 8 Mass	344	- 344
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Fees

Parentkind Membership	128	
29/04/2022 Bank Fees (net)	42	- 170

Distributions to beneficiaries (OLSPCK)

Bid Request October 11 2021	2,941	- 2,941
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Total Expenditure - 6,930

Closing Bank Balance - 31 August 2022 21,281

Less

Amounts ringfenced for projects previously approved - 9,969

Available Surplus @ 31 August 2022 (after approved projects) 11,312

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Annual report

Trustees' Annual Report to the Charities Commission for Northern Ireland

The Parent Teacher Association of Our Lady and St Patrick's College, Belfast (OLSPCK PTA)

CCNI no: NIC100441

Trustees for the Financial Period ending 31 August 2022:

Bernadette Sweeney, Chair

Helen Robinson, Secretary

Karen Gribbon, Treasurer

Introduction

This Report is the Annual Report of OLSPCK PTA to the CCNI for the financial year ending 31 August 2022. It represents the eighth annual report of the PTA since registering with the CCNI in 2014-15. The PTA has been in existence since 2010, with the last AGM being held in person at the College on Tuesday 13th of June 2023. Regular meetings are held in person on the second Tuesday of every month with minutes taken of all meetings.

Year's Events with PTA involvement (chronologically)

Year 8 Mass

The Year 8 Mass usually takes place every September in the school and welcomes new pupils and their parents/guardians to the school, with the PTA members providing the refreshments after the Mass. The Chair is given the opportunity to welcome the pupils and their families to the school, and to introduce the PTA and its work to them.

Unfortunately, this did not take place in September 2021 due to Covid and instead an Online Mass was undertaken by the school. Goodie bags were then provided by the PTA to year eight pupils after the event. It is expected that things will return to normal in September 2022. The PTA incurred expenses of £344 in connection with this activity.

Family Fun Run at LetsGoHydro-November 2021.

After two Covid postponements, the great patience of the organising subcommittee bore fruit in November 2021 at the 'LetsGoHydro' Resort when circa 150 runners from the current, past and future Knock Fraternity ran around the Knockbracken Reservoir under the watchful eye of Olympic Icon Lady Mary Peters who started the Event. All ages took part, and this was prevalent as a Year 10 runner showed the adults a clean pair of heels and romped home in style! The social get together with tea and refreshments afterwards was well received as it marked the first social PTA outing since lockdown finished. The event, from a financial perspective was excellent and raised £2,703 towards PTA funds. It was great testament to the sub-committee, and indeed the many sponsors including LetsGoHydro that made the event such a success!

PTA stand at the College Open Day

At the College Open Day each January, the PTA usually takes a stand with committee members present to introduce themselves to prospective new pupils and parents. The PTA Information Booklet is handed out and a Uniform Upcycling Stand is also on display. This did not take place in January 2022 but a virtual video presentation for parents took place instead.

Uniform Upcycling

The uniform upcycling as an initiative continues. It has four aims:

- To ease the financial burden on parents;
- To help the environment;
- To demonstrate social responsibility and
- To raise funds for the PTA.

In recent years, set discounted prices have **not** been applied and we have asked parents to contribute what they view as a "fair" price for any items bought,

many of which are new and unused. Sales for the year ended August 2022 were £200. A Senior Teacher at the College and a staff member oversee the stocks and sales within the College.

PTA Information Booklet

The PTA information booklet was updated in May 2022 with recent events to ensure that all details were current and relevant to the ongoing work of the PTA. The updated booklet became available for distribution to new parents directly from the school in May 2022.

The Spring Draw

The annual spring draw, which took place at the ladies' lunch, yielded £1,420 to PTA funds. It is hoped to return to sponsored prizes next year which will help sales and returns for this annual event. It was a great effort by all the school staff for pushing this profitably over the line in its last week of sales.

Ladies Lunch-Four Winds 21 May 2022

Whilst tickets for this popular event sold quickly, it wasn't quite a sell-out as in previous years as we had just come out of lockdown. Notwithstanding, with the numbers just short of 100, the setting in The Four Winds in Belfast was very comfortable. Under the strict supervision of the sub-committee, after the two-course meal, we had the normal Fashion Show, with clothes being provided by the Barn Owl Saintfield, along with the usual raffle and Head and Tails. All told, the event was a great social success, particularly after lockdown and raised £1,810 towards funds for the PTA.

Strictly Come Dancing-now re-scheduled for 26th November 2022!!

This event was originally to run in November 2020 and the PTA had already commenced planning for it in early 2020 with the formation of a sub-committee

given the enormity of the planning required well ahead of the event. A venue (La Mon House Hotel) had been booked, dancing trainers and celebrity presenters had also been confirmed, along with some dancers. Unfortunately, at the PTA meeting in June 2020, given the likely fallout from the pandemic and the likely impacts on social distancing at such an event, the PTA took the decision to postpone the event, with the hope that the planning and arrangements could be carried forward 12 months from its original planned date, in November 2021.

Similarly in 2021, whilst we had an amended date for the event in November at the same La Mon venue, and despite Covid restrictions easing, the Committee had to take the decision in June 2021 to postpone the event again due to uncertainty of the Covid position, inability to plan properly as a result (dancers, trainers etc), and an inability to approach required sponsors to make the event the success we hope it will be.

An alternative date has been set for 26th November 2022 with the subcommittee having arrangements well in hand, including sponsors and dancers. It is hoped to have upwards of 500 in the Ballroom that night with the main aim to raise substantial funds towards a new and much-needed College Mini-bus.

Achievements:

Funds raised/Funding applications process

During the financial year ended August 2022, the PTA raised net funds of **£7,831** from the following sources:

1. 5k Family Fun Run-November 2021-**£2,703**;
2. Uniform Upcycling- **£200**;
3. Ladies Lunch-May 2022-**£1,840**;
4. Spring Draw-**£1,420**.
5. Gift Aid-**£1,668** (from donations re Target 35 Challenge (20-21) and Fun Run).

Bids

A few years ago, it was agreed that a new Bidding Process from Departments and teachers would be undertaken bi-annually in October and March. Applications are filtered through the Principal before presentation to the full PTA Committee to ensure they meet our set criteria such as utilisation of the good or service across as many year groups as possible, longevity of the item and a reasonable cost vis a vis PTA funds.

During this financial year, the PTA approved eleven bids totalling £8,116 of funding to the College. Four bids were approved in October 2021 totalling £1,320 with seven bids being approved in March 2022 totalling £6,796. The range of bids was extensive, and always a key element of our agreed outlay relates to mental health and wellbeing of all year groups, with the "Hardship Reserve" initiative, being an ongoing annual funding by the PTA. Examples of other items include – Laugh in the Face of Exams, The Irish News Critical Literacy Project, equipment for a new Ukulele Club and Lego-based therapy to help pupils with social, emotional, behavioural or communication needs. One of the biggest approvals related to the proposed purchase of two defibrillators for the two outdoor pitches at the College.

£2,941 was paid over to the college during the financial year, leaving a balance of £9,969 relating to the total number of outstanding approved bids.

As nearly all of our funds come from school parents, we communicate our expenditure, not only at the AGM, but also through the e-Bulletins that are issued throughout the year.

Trustees' statement regarding the public benefit requirement

In setting our objectives and planning our activities for the year the trustees continue to give careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries. We have done so by always having regard to our constitution-the PTAUK model constitution under which we are established and, as demonstrated by the

projects funded above, we are making a difference to our charity's beneficiaries, namely the students of Our Lady and St Patrick's College, Knock.

Bernadette Sweeney, Chairperson, on behalf of the Trustees of Our Lady and St Patrick's College Knock, Parent Teacher Association.

June 2023

Our Lady and St Patrick's College, Knock, Parent Teacher Association

Northern Ireland - Charity number 100441

Annual return

The Committee
PTA
c/o Our Lady & St. Patrick's College, Knock
120 Gilnahirk Road
BELFAST
BT5 7DL

KMcM/RB/CG/MR/0025

BY EMAIL

13 June 2022

Dear Sirs

**OLSPCK PTA
Income and Expenditure Account
Academic Year 2021/2022**

We refer to the above PTA Account and associated bank accounts and we can confirm that the Summaries and Reconciliations are generally in agreement with the underlying books and records of the OLSPCK PTA.

We can also confirm that the reconciliations are supported by appropriate source documentation.

In respect of the Bank Accounts enclosed our review work included the following:

1. Checking Bank Reconciliations for any material differences.
2. Checking brought forward balances agrees with workings.
3. Checking tots on said reconciliations.
4. Checking that payments correspond to supporting documentation.
5. Verifying payments agree to amounts cleared through bank statements.
6. Review of all Bank Reconciliations for any old outstanding cheques.
7. Review of samples of lodgements and traced for accuracy and prompt lodgement to bank accounts.

The prime documents are adequate in providing reasonable assurance that the assets are properly controlled and that all transactions and events are properly identified and recorded.

We can also confirm that the PTA Account's accounting systems provides reasonable assurance that proper record keeping, and bookkeeping have been carried out in accordance with Generally Accepted Accounting Principles.

However, we must state that our compliance report above has not involved carrying out an independent audit and therefore, we would not express any opinion on the Financial Statements.

Yours faithfully
MCGUIRE + FARRY LTD


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Managers: Ronan Bradley BA (Hons) FCCA ATT, Anna-Molly McGuire BAcc (Hons) FCCA.

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