

# Knockevin Parent Staff Association

Northern Ireland · Charity number 100479

## Details

Status	Received
Registered	2014-10-07
Register	<a href="#">View on the Charity Commission for Northern Ireland register</a>

## Contact

**Address**  
Knockevin Special School  
33 Racecourse Hill  
Downpatrick  
10 Crossmore Road  
Ardglass  
BT30 7ta  
BT30 7TA

**Phone** 07802822230

**Email** [kpsasecretary@gmail.com](mailto:kpsasecretary@gmail.com)

## Activities

**Purposes:** The purpose of the Association (the Purposes) is to advance the education of pupils in the school in particular by: 2.1 Developing effective relationships between the staff, parents and others associated with the school 2.2 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:** Cross-border/cross-community, Disability, Education/training, Volunteer development

**Who the charity helps:** Children (5-13 year olds), Learning disabilities, Parents, Physical disabilities, Preschool (0-5 year olds), Sensory disabilities, Volunteers, Youth (14-25 year olds)

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£4,382	£11,291	£0	0

# Trustees

Name	Role	Appointed
Lucy Burns		
Mandy O'Connor		
Miss Sara Liddell		
Mrs Laura Gilchrist		

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Accounts

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**Knockevin Parent Staff Association**

**Receipts and Payments Account**

**For the year ended**

**31 March 2025**

**KNOCKEVIN PARENT STAFF ASSOCIATION****30 RACECOURSE HILL, DOWNPATRICK, COUNTY DOWN BT30 9PU****RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2025**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2025 Total</b>	<b>2024 Total</b>
<b>Opening Cash at Bank</b>				
First Trust Current Account	£17,079.11	£1,500.00	£18,579.11	£15,758.61
First Trust Select Account	£1.15	-	£1.15	£1.15
<b>Opening Cash held</b>	<u>£882.82</u>		<u>£882.82</u>	<u>£0.00</u>
<b>Total Cash</b>	<b>£17,963.08</b>	<b>£1,500.00</b>	<b>£19,463.08</b>	<b>£15,759.76</b>
<b><u>Add receipts:</u></b>				
Interest	£0.01	-	£0.01	
Fundraising – held in bank	£1,635.81	-	£1,635.81	
Fundraising – held in cash	<u>£2,746.85</u>	-	<u>£2,746.85</u>	
	£4,832.66	-	£4,382.67	£6,680.45
<b><u>Less Payments:</u></b>				
Bank Fees	£31.10		£31.10	
Silent Disco Equipment	£673.50		£673.50	
Dundrum Outdoor Equipment	5,441.19	£1,500.00	6,991.19	
School Mini Bus Insurance	£796.32		£796.32	
Pumpkins for pupils	£300.00		£300.00	
Halloween Fun Day expenditure	£12.75		£12.75	
Easter Hamper Expenses	£40.00		£40.00	
Oscars Ceremony for Senior School	£700.00		£700.00	
Mini Bus Repairs	£1,632.07		£1,632.07	
Parentkind – Insurance	<u>£115.00</u>		<u>£115.00</u>	
	£9,741.93	£1,500.00	£11,291.93	£3,037.13
<b>Closing Cash at Bank (FT Current A/C)</b>	<b>£10,072.06</b>	<b>£0.00</b>	<b>£10,072.06</b>	
<b>First Trust Select Account</b>	<b>£1.16</b>		<b>£1.16</b>	
<b>Closing Cash held</b>	<u>£2,460.60</u>		<u>£2,460.60</u>	
<b>Total Cash</b>	<b><u>£12,533.82</u></b>	<b><u>£0.00</u></b>	<b><u>£12,533.82</u></b>	<b><u>£19,463.08</u></b>

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Accounts

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**Knockevin Parent Staff Association**

**Receipts and Payments Account**

**For the year ended**

**31 March 2024**

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	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
<b>Opening Cash at Bank</b>				
First Trust Current Account	£14,258.61	£1,500.00	£15,758.61	£11,213.40
First Trust Select Account	£1.15	-	£1.15	£1.15
	<hr/>	<hr/>	<hr/>	<hr/>
	£14,259.76	£1,500.00	£15,759.76	£11,214.55
<b>Opening Cash held</b>	£0.00	£0.00	£0.00	£0.00
<b>Add receipts:</b>				
Fundraising – held in bank	£4,797.97	-	£4,797.97	
Fundraising – held in cash	<u>£1,882.48</u>	-	<u>£1,882.48</u>	
	£6,680.45	-	£6,680.45	£10,493.41
<b>Less Payments:</b>				
Bank Fees	£57.81		£57.81	
Swift Transport Training	£942.00		£942.00	
School Mini Bus Insurance	£868.66		£868.66	
Raffle Ticket Printing costs	£59.98		£59.98	
Santa's Grotto expenditure	£88.70		£88.70	
Sum Up Air Card Reader	£35.97		£35.97	
Purchase of Selection Boxes for pupils	£224.00		£224.00	
School Leavers presents	£40.25		£40.25	
Valentine Disco Expenses	£328.08		£328.08	
Items for Castlewellan Life Skills Room	£120.68		£120.68	
Purchase of Easter Eggs for Pupils	£162.00		£162.00	
Parentkind – Insurance	<u>£109.00</u>		<u>£109.00</u>	
	<u>£3,037.13</u>		<u>£3,037.13</u>	<u>£5,948.20</u>
<b>Closing Cash at Bank (FT Current A/C)</b>	<b>£17,079.11</b>	<b>£1,500.00</b>	<b>£18,579.11</b>	
<b>First Trust Select Account</b>	<b>£1.15</b>		<b>£1.15</b>	
<b>Closing Cash held</b>	<b><u>£882.82</u></b>		<b><u>£882.82</u></b>	
<b>Total Cash</b>	<b><u>£17,963.08</u></b>	<b><u>£1,500.00</u></b>	<b><u>£19,463.08</u></b>	<b><u>£15,759.76</u></b>

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Annual report

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## TREASURER'S REPORT - 2024

Opening Balance 1 <sup>st</sup> April 2023	£15,759.76
Income (1/4/23 – 31/3/24)	£6,680.45
Expenditure (1/4/23 – 31/3/24)	£3,037.13
Closing Balance 31 <sup>st</sup> March 2024	£19,463.08

The closing balance includes the sum of £1.15 which has been sitting in a First Trust Select Account (separate from the Current Account).

The closing balance also includes cash that is being held by the Treasurer but which hasn't been paid into the Bank Account. Full details of cash held and used for expenditure have been set out in the accounts.

We have been having real difficulties with our bank account due to the fact that we didn't have full control of the bank account following the change of personnel. Despite the fact that there was a new Chair and Treasurer, the mandate hadn't been changed, so we were relying on old signatories to sign cheques when necessary as we looked into changing our Charity Bank Account.

AIB's closest branch is Newry, so we initially looked at changing bank accounts to use a bank with a branch closer to us. We identified Ulster Bank as having the most appropriate account but before we opened that account, felt that it would be simpler to change the mandate of the old account as by that time, we had accumulated a lot of cash that we weren't able to pay cash into the AIB account. Changing the mandate has proved more difficult than we imagined and it has still not been achieved to date. Hopefully this will be rectified soon, as the mandate was recently returned to the Chairperson with recommendations on how to complete correctly.

I could not pay cash into our AIB account via the Post Office because I did not hold a bank card for the account and they require a bank card to pay large amounts of coins and cash to a Charity account. I retained the money at my home and will pay the balance in as soon as I am issued with a bank card by AIB. Until the mandate change is accepted, I can't do that.

Whilst we were in possession of cash and with difficulties accessing money in our Charity Bank Account, we used cash reserves to meet some of the demands on our finances and ensured that receipts were obtained each time cash was used. All the demands on our finances were approved by the committee and receipts have been obtained. Whilst it is far from ideal, it is the best that we could do in the circumstances. As Treasurer, I kept the Committee informed about

the amount of money that we held in cash and what had been paid out from our cash reserves. I have accounted for what is held in cash separately in the accounts.

Money was raised from an Easter raffle, from the Asda Foundation, a Steps Challenge, a Street Collection, fundraising from Santa's Grotto, the Christmas Raffle, the Valentines Disco and a Bonus Ball competition. We also raised money from Amazon and the Charities Trust.

We used the money to pay for Charity Bank Charges, Transport Training for drivers of the school Mini bus, Insurance costs of the school Mini bus, raffle expenses, refreshments at Santa's Grotto, Selection Boxes for school pupils, presents for the school leavers, Valentine disco refreshments, we paid for the DJ of the Valentine Disco, we paid for items for the Life Skills Room on the Castlewellan site, for decorative items for the Valentines Disco and for Easter Eggs for the pupils of the school. We also purchased a Sum Up Card Reader to enable us to take card payments.

These accounts have been delayed due to the fact that bank statements for 2 months could not be located. They were sent to me as Treasurer on 25<sup>th</sup> February 2026 and the accounts have been finalised today.

Lucy Burns

Treasurer

Knockevin PSA

25/2/26

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Annual return

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**Knockevin Parent Staff Association**

**Receipts and Payments Account**

**For the year ended**

**31 March 2024**

# Knockevin Parent Staff Association

## Independent Examiner's Report to the Trustees of Knockevin Parent Staff Association

Year ended 31 March 2024

I report on the financial statements for the year ended 31 March 2024, which comprise the statement of receipts and payments.

### Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008. It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to 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
- to 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. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.



NIALL FARRELL FCA  
Chartered Accountant  
Farrell Accountants Limited  
16 Upper Square  
Castlewellan  
Co Down  
BT31 9DD

**KNOCKEVIN PARENT STAFF ASSOCIATION****30 RACECOURSE HILL, DOWNPATRICK, COUNTY DOWN BT30 9PU****RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2024**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
<b>Opening Cash at Bank</b>				
First Trust Current Account	£14,258.61	£1,500.00	£15,758.61	£11,213.40
First Trust Select Account	£1.15	-	£1.15	£1.15
	<hr/>	<hr/>	<hr/>	<hr/>
	£14,259.76	£1,500.00	£15,759.76	£11,214.55
<b>Add receipts:</b>				
Fundraising – held in bank	£4,797.97		£4,797.97	
Fundraising – held in cash	<u>£1,882.48</u>		<u>£1,882.48</u>	
	£6,680.45		£6,680.45	£10,493.41
<b>Less Payments:</b>				
Bank Fees	£57.81		£57.81	
Swift Transport Training	£942.00		£942.00	
School Mini Buse Insurance	£868.66		£868.66	
Raffle Ticket Printing Costs	£59.98		£59.98	
Santa's Grotto Expenditure	£88.70		£88.70	
Sum Up Air Card Reader	£35.97		£35.97	
Purchase Of Selection Boxes For Pupils	£224.00		£224.00	
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Parentkind – Insurance	<u>£109.00</u>		<u>£109.00</u>	
	<u>£3,037.13</u>		<u>£3,037.13</u>	£5,948.20
<b>Closing Cash at Bank (FT Current A/C)</b>	<b>£17,079.11</b>	<b>£1,500.00</b>	<b>£18,579.11</b>	
<b>First Trust Select Account</b>	<b>£1.15</b>		<b>£1.15</b>	
<b>Closing Cash Held</b>	<b>£882.82</b>		<b>£882.82</b>	
<b>Total Cash at Bank</b>	<b><u>£17,963.08</u></b>	<b><u>£1,500.00</u></b>	<b><u>£19,463.08</u></b>	<b><u>£15,759.76</u></b>

  
.....  
Trustee (Treasurer)

4/3/26  
.....  
Date

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Accounts

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**Knockevin Parent Staff Association**  
**Receipts and Payments Account**  
**For the year ended**  
**31 March 2023**

**KNOCKEVIN PARENT STAFF ASSOCIATION****30 RACECOURSE HILL, DOWNPATRICK, COUNTY DOWN BT30 9PU****RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2023**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023 Total</b>	<b>2022 Total</b>
<b>Opening Cash at Bank</b>				
First Trust Current Account	£9,713.40	£1,500.00	£11,213.40	£10,311.22
First Trust Select Account	£1.15	-	£1.15	£1.15
	<hr/>	<hr/>	<hr/>	<hr/>
	£9,214.55	£1,500.00	£11,214.55	£10,312.37
<b>Add receipts:</b>				
Fundraising	£9,993.41		£9,993.41	
Burrendale Hotel Refund of fee paid on 21/1/20 for event 17/10/20 (cancelled)	<u>£500.00</u>		<u>£500.00</u>	
	£10,493.41		10,493.41	£8,999.52
<b>Less Payments:</b>				
Bank Fees	£94.65		£94.65	
Gifts for Staff and Committee Members	£576.75		£576.75	
Afternoon Tea Event Expenses	£56.15		£56.15	
School Mini Bus Insurance	£1,028.30		£1,028.30	
Grant to school for Swift, Leavers				
Hoodies and Rainbow Donation	£1,064.00		£1,064.00	
Grant to school for Picnic, Sports Day And Leavers Dinner	£1,000.00		£1,000.00	
Bike Items - Amazon and Halfords	£68.47		£68.47	
Swings for Castlewellan School	£109.88		£109.88	
Santa's Grotto	£1,850.00		£1,850.00	
Parentkind - Insurance	<u>£100.00</u>		<u>£100.00</u>	
	<u>£5,948.20</u>		<u>£5,948.20</u>	<u>£8,097.34</u>
<b>Closing Cash at Bank (FT Current A/C)</b>	<b>£14,258.61</b>	<b>£1,500.00</b>	<b>£15,758.61</b>	
<b>First Trust Select Account</b>	<b>£1.15</b>		<b>£1.15</b>	
<b>Total Cash at Bank</b>	<b><u>£14,259.76</u></b>	<b><u>£1,500.00</u></b>	<b><u>£15,759.76</u></b>	<b><u>£11,214.55</u></b>

*ABearns*

Trustee (Treasurer)

*9/2/23*

Date

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Annual report

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# **Knockevin PSA Chairpersons Report**

**2022-2023**

**NIC100479**

Knockevin Parent Staff Association was formed in September 2010 in response to the music therapy funding cuts- we subsequently funded music therapy for 4 years.

Our function is to raise funds to support the education of all pupils at Knockevin School Downpatrick, Knockevin Early Years Centre Dundrum, and the New Senior School based in Castlewellan.

Knockevin PSA has been governed by the Charity Commission since gaining Charity Status in 2014. Our accounts and annual reports can be viewed on the Charity Commission website our charity number is NIC100479.

We are also a member of Parentkind (formerly PTA UK) who provide us with public liability insurance for any events we may hold. Since our last AGM we have held our meetings in person, a move away from the zoom meetings held during covid.

Our Current Chairperson is Laura Gilchrist, who took over from Kelley O'Reilly who stood down in November last year after 12 years in the role.

Our Secretary is Marie Clare Bradley who took over this role from Aine Doxey.

Our Treasurer is Karen McEvoy, and our vice treasurer is Mandy O'Connor.

Special thanks must go to Seanien Burns, classroom assistant in the Castlewellan campus, Seanien has gone above & beyond for the PSA, managing our Facebook page & organising numerous events through the years including our 10&5k Run & family fun

walk events and numerous street collections. We are all very grateful for Seanien's ongoing commitment to the pupils & fundraising for the schools.

This year was a quiet year for the PSA with a change in most positions in the Committee.

Thanks to Mary and Hugh Fitzpatrick who to celebrate their 50<sup>th</sup> wedding anniversary they held asked for donations to Knockevin PSA in memory of their daughter Geraldine who attended Knockevin. They gave us a very generous donation of £1280

I would like to thank all PSA volunteers who give of their time to participate in fundraising events, attend meetings and contribute to the functioning of our charity. Thanks to Aine Doxey, Mary Sheil, Lucy Burns, Seanien Burns family members & many other volunteers who have helped at the Street collections organised by Seanien Burns.

I would also like to thank Niall Farrell, from Farrell accountants who kindly helps the PSA year by checking and verifying our accounts.

Thanks to all local businesses who have donated to us & supported us this last year, the community support has been fantastic as always.

Moving forward, the PSA will need more support, we will need people to assist us with funding applications for items needed for all school sites for the benefit of each pupil.

Laura Curtis

16/02/2024

**Knockevin Parent Staff Association**

Northern Ireland - Charity number 100479

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# Annual return

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# Knockevin Parent Staff Association

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BT31 9DD