

St James' Parent Teachers Association

Northern Ireland · Charity number 102545

Details

Status Received

Registered 2015-04-10

Register [View on the Charity Commission for Northern Ireland register](#)

Contact

Address 48 Mount Pleasant Road
Jordanstown
Bt37 0nq
BT37 0NQ

Phone 07743407393

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: General charitable purposes

Who the charity helps: Children (5-13 year olds),Preschool (0-5 year olds)

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£4,656	£1,134	£0	0
2024-08-31	£5,003	£1,285	£0	0

Trustees

Name	Role	Appointed
Brenda Clenaghan		
Bridgeen Cromwell		
David Mccrisken		
Jennifer Keown		
Mrs Sinead Heath		
Ryan Farrell		

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Accounts



Income	
Movie Night	462.00
Valentine's disco	480.00
Summer fair	3,593.55
Parentkind Asia Cashpot cashback	120.58
TOTAL INCOME	4,656.13
Net Surplus/(Deficit) for the Period	3,521.76

Expenditure	
Movie Night	409.42
Valentine's disco	233.98
Summer Fair	184.33
DD Parentkind	162.00
Purchase- sum up devices	144.64
TOTAL EXPENDITURE	1,134.37

Bank account reconciliation

This total includes cash from school from prior events (cheques of £100 plus 65p, cash deposits of £2,000 and £1,585), plus payment to the school for prior events (cheques of £1,000 plus 65p) and other items not included in this year's reconciliation although some are paid after year end date

Opening balance at 30 June 2024	6,220.51
Less cash expenditures 2024/25	(1,134.37)
Plus income received 2024/25	4,656.13

Add back Creditor due which is included in above expenditure but cheque not cashed until Nov 25	28.93
Add back Creditor due which is included in above expenditure but cheque not cashed until 21 Jan 2026	126.44
Add back Creditor due which is included in above expenditure but cheque not cashed until 8 July 2025	28.96

Subtract for Summer fair ballot income included in above which was not received until 9 October 2025

(813.00)

Subtract for Valentines disco income included in above which was not received until 8 October 2025

(480.00)

Misc. adjustment to reconcile account balance (unrecorded cash expenses at summer fair)

(92.40) -1.1%

Bank balance at 30 June 2025 (24 June 2025 statement)

8,541.20

Cash in Hand at 30 June 2025	47.50
Creditor due for uncashed cheque	(28.93)
Creditor due for uncashed cheque	(126.44)
Creditor due for uncashed cheque	(28.96)
Income owed (and received post year end date)	813.00
Income owed (and received post year end date)	480.00
Closing total assets at 30 June 2025	9,697.37

** Note there is a duplicate payment from the school received of 6492 on 8 October 2025 for Movie night income. This will be paid back to the school. It is not included in the above reconciliation as after year end date



Statement of assets and liabilities

Cash funds
 Other monetary assets
 Investment assets
 Assets retained for charity's own use
 Liabilities (net)

Current account plus cash

Income due minus creditors at 30 June 2025

30 June 2025

8,588.70

1,108.67

9,697.37

Xmas Movie Night - December 2024

Expenditure	Location	Source	Amount
Ligouri Dobbins	Paid / Cashed	Cheque 12/12/24	£ 379.09
Ligouri Dobbins	Paid / Cashed	Cheque 12/12/24	£ 30.33
Total expenses			£ 409.42

Cash Lodged to Bank	£ 462.00
Cheques lodged to Bank	-
Total Bank Lodgement	£ 462.00

Net Profit	£ 52.58
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Net Cash Collected	£ 52.58
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Income	Location	Source	Amount
Ticket sales	School account	online transfer 8 October 2025	£ 462.00
Total income			£ 462.00

Bank Cash Withdrawal	-
Paid by CK	-
Total Bank Deduction	-

Net Bank Movement	£ 462.00
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Added to Float	£ -
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Valentine's disco - February 2025

Expenditure	Location	Source	Amount
Breanda Clenaghan	Paid /Cashed	Cheque 18/03/25	£ 138.50
Sinead Heath	Paid /Cashed	Cheque 31/03/25	£ 95.48
Total expenses			£ 233.98

Cash Lodged to Bank	£ 480.00
Cheques lodged to Bank	-
Total Bank Lodgement	£ 480.00
Net Profit	£ 246.02
Net Cash Collected	-

Income	Location	Source	Amount
Ticket sales	school account	online transfer 8 October 2025	£ 480.00
Total Income			£ 480.00

Bank Cash Withdrawal	-
Paid by CK	-
Total Bank Deduction	£ -
Net Bank Movement	£ 480.00
Added to Float	-

Summer Fair - June 2025

Expenditure	Location	Source	Amount
Sinead Heath Tattoos / Facepaints	Cashed Nov 25	Cheque 13/05/25	£ 28.93
Jim Dobbins	Cashed July 25	Cheque 16/06/25	£ 28.96
Breanda Clenaghan - BBQ/Food	Cashed 21/1/26	Cheque 15/12/25	£ 55.00
Breanda Clenaghan - Sweet treats	Cashed 21/1/26	Cheque 15/12/25	£ 22.20
Breanda Clenaghan - Sweet treats	Cashed 21/1/26	Cheque 15/12/25	£ 24.24
Breanda Clenaghan - Sweet treats	Cashed 21/1/26	Cheque 15/12/25	£ 25.00
Total expenses			£ 184.33

Cash Lodged to Bank	£ 3,535.66
Cheques lodged to Bank	-
Total Bank Lodgement	£ 3,535.66

Net Profit	£ 3,409.22
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Net Cash Collected	
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Income	Location	Source	Amount
SUM UP payments	deposited	Entrance and stalls	989.09
SUM UP payments	deposited	Entrance and stalls	3.93
SUM UP payments	deposited	Entrance and stalls	6.93
Cash	deposited	Entrance and stalls	657.60
Cash	deposited	Entrance and stalls	1,090.00
Cash	deposited	Entrance and stalls	33.00
Online transfer 9 October 2025	deposited	Ballots	813.00
Total income			£ 3,593.55

Bank Cash Withdrawal	-
Paid by CK	
Total Bank Deduction	£ -

Net Bank Movement	
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Added to Float	£ -
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Cash in Hand	
Notes	
£2	£10.00
£1	
50	£11.50
20	£10.60
10	£5.00
5	£4.70
	£4.55
	£0.39
copper	£0.76
TOTAL	£47.50

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Accounts

**Income**

Quiz night	836.10
Movie Night	450.00
Valentine's disco	450.00
Summer fair	3,266.41
TOTAL INCOME	5,002.51

Expenditure

Quiz night	11.40
Movie Night	106.86
Valentine's disco	148.02
Summer Fair	865.39
DD Parentkind	153.00
TOTAL EXPENDITURE	1,284.67

Net Surplus/(Deficit) for the Period	3,717.84
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Balance Sheet reconciliation**Opening balance 1 September 2023**

Bank Account Balance	4,854.75
Adjustment per ParentKind DD change 2022-23	- 24.00
Revised opening balance at 1 September 2023	4,830.75

Cash (to be deposited in bank)	5,002.51
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Less cash expenditures

Outgo	- 1,131.67
Annual fees	- 153.00
Creditor due re contribution for St James' equipmer	- 2,253.00

Cash in Hand at 30 June 2024	92.4
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Closing balance at 30 June 2024	6,411.99
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Adjustment per reconciliation to Santander account	- 191.48	-3%
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Final closing balance at 30 June 2024	6,220.51
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Reconciliation of bank account since 2022 (post access to bank being resolved)

	3,360.09	as at account statement 2022
	2,000.00	transferred to bank July 2024
	1,585.00	in school - cash - lodged July 2024
	150.00	Ccworks
-	140.00	parentkind DD 2023
-	153.00	parentkind DD 2024
-	2,253.00	owed to school for purchases - paid July 2024
	0.02	deposit
	4,549.11	matches bank statement as at 11/12/24
	900.00	in school account - cheque to transfer
	679.00	in school account - cheque to transfer
	92.4	cash held
	6,220.51	

**Statement of assets and liabilities**

	30-Jun-24
Cash funds	
Current account	6,220.51
Other monetary assets	-
Investment assets	-
Assets retained for charity's own use	-
Liabilities	-

Valentine's disco - 8 February 2024

Expenditure	Location	Source	Amount
Sweets - The Range			£ 39.75
One4All Cluster - Sainsbury's			£ 50.00
Sweets - The Food Warehouse			£ 20.30
Cofetti Poppers			£ 19.99
Balloons and decorations			£ 17.98
Total expenses			£ 148.02

Cash Lodged to Bank	-
Cheques lodged to Bank	-
Total Bank Lodgement	£ -

Net Profit	£ 301.98
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Net Cash Collected	-
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Income	Location	Source	Amount
Ticket sales	school account	online school money	£ 450.00
Total income			£ 450.00

Bank Cash Withdrawal	-
Paid by CK	-
Total Bank Deduction	£ -

Net Bank Movement	£ -
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Added to Float	-
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Cash in Hand

Notes	£25.00
£2	£16.00
£1	£14.00
50	£11.00
20	£10.60
10	£5.40
5	£9.25
copper	£1.15
TOTAL	£92.40

0

0

PTA Spend

Expenditure	Location	Source	Amount
Interactive Whiteboard		Paid cheque	£ 1,975.00
GAA Goal Posts		Paid cheque	£ 278.00
Total expenses			£ 2,253.00

Net Profit £ (2,253.00)

Net Cash Collected £ -

Deposited to Bank £ -

Income	Location	Source	Amount
Total income			£ -

Paid by CK £ -

Added to Float £ -

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Accounts

Income and ExpenditureIncome

Movie Night	351.00
Valentine's disco	328.00
Summer fair	1,997.36
TOTAL INCOME	2,676.36

Expenditure

Movie Night	-	228.66
Valentine's disco	-	163.27
Summer Fair	-	702.75
DD Parentkind	-	116.00
TOTAL EXPENDITURE	-	1,210.68

Net Surplus/(Deficit) for the Period	1,465.68
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Balance Sheet reconciliation**Opening balance 1 September 2022**

Bank Account Balance	3,360.09	<u>3,360.09</u>
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Cash (to be deposited in bank)

Movie night (school account)	351.00	
Valentine's disco (school account)	328.00	
Summer Fair (cash school safe)	1,997.36	
		<u>2,676.36</u>

Cash in Hand at 30 June 2023	28.98	<u>28.98</u>
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Less cash expenditures	- 1,094.68	<u>- 1,094.68</u>
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Less annual fees	- 116.00	<u>- 116.00</u>
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Creditor due re contribution for St James'		<u>0</u>
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Closing balance at 30 June 2023		<u>4,854.75</u>
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**Statement of assets and liabilities**

		30-Jun-23
Cash funds	Current account	4,854.75
Other monetary assets		-
Investment assets		-
Assets retained for charity's own use		-
Liabilities		-

Summer Fair

Expenditure	Location	Source	Amount
Money from cash in hand for stall floats	Summer Fair	Cash in hand	£ 80.00
Make up facepaints Summer Fair - A Farrell	F&M Direct Ltd	Fair Income (cash)	£ 3.99
Make up facepaints Summer Fair - A Farrell	Areema Limited	Fair Income (cash)	£ 11.95
Charcoal and firelighters Summer Fair - A Farrell	B&M	Fair Income (cash)	£ 6.00
Make up facepaints Summer Fair - A Farrell	Amazon	Fair Income (cash)	£ 4.48
Branding Stamp and Ink Pad - B Clenaghan	The Rubber Stamp Company	Fair Income (cash)	£ 52.68
Sports / PE equipment - R & A Farrell	Net Sports World Ltd	Fair Income (cash)	£ 162.88
BBQ - Cathy Taylor	Tesco	Fair Income (cash)	£ 230.00
Supplies including tea, coffee, fruit, prizes	Tesco	Fair Income (cash)	£ 25.77
Bouncy Castle	First4fun	Fair Income (cash)	£ 125.00
Total expenses			£ 702.75

Income	Location	Source	Amount
Stalls at summer fair	school	cash	1,997.36
Total income			1,997.36

Cash Lodged to Bank	
Cheques lodged to Bank	-
Total Bank Lodgement	

Bank Cash Withdrawal	-
Paid by CK	
Total Bank Deduction	£ -

Net Profit	£ 1,294.61
	£ (114.61)
Net Cash Collected	£ 1,180.00

Net Bank Movement	£ -
Added to Float	£ -

(differential due to cash outgo for 6 receipts plus return of cash floats)

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Annual report

**St James's Primary School & Nursery Unit Parent Teachers Association
(NIC 102545)**

Governed by Constitution adopted on 12 February 2015

**PTA Annual Report 2022/2023
(Financial Period: 1 September 2022 – 31 August 2023)**

Statement of 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.

The Trustees have had regard to the public benefit statutory guidance issued by CCNI.

ANNUAL GENERAL MEETING

The PTA AGM was held on 3rd February 2022.

On the retirement of Committee members, the following Committee members were elected:

- Cathy Taylor (Chair)
- Donal Sayers (Secretary)
- Danielle McMillan (Treasurer)
- Jennifer Keown
- Elaine Daly
- Breanda Clenaghan

EVENTS

Movie Night

A Movie Night was held on Thursday 15th December 2022. This generated a lot of excitement amongst the pupils & uptake was very encouraging. There was a choice of six movies: Arthur Christmas, Frozen 2, Polar Express, Home Alone, Grinch and The Nativity. Tickets were £3 each which gained entry for the film of choice along with popcorn, a chocolate bar and sugar free cordial. Small profit of £122.34 generated but this was also whilst allowing for the purchase of six new CD/DVD drives which would be available for future movie nights as well as for use by the school.

Valentines Disco

The Valentines Disco was held on Thursday 9th February 2023. This proved a popular event & the balloon drop garnered a very excited response from the pupils. We identified the need to limit the volume of the music for the younger children and also have ear defenders on standby as these were required for several children. A profit of £164.73 was generated.

Summer Fair

The return of the Summer Fair on Thursday 8th June 2023 was a resounding success, supported by pupils, their families, extended families and also some members of the local community. With a net profit of £1,294.61 it was our most successful fundraiser of the year. The BBQ was incredibly popular, selling out inside the first hour. We hope to make the fair an annual event and next year plan to keep a breakdown of the income from each individual activity so as to identify the higher performers etc.

OTHER MATTERS

Charity Commission NI: Annual Monitoring

The PTA is very grateful to Ms Sinead Heath, who was appointed to provide an Independent Examiner's Report for the purpose of annual monitoring submission (*Constitution, clause 5.8.4*).

Parentkind

The PTA retains membership (which provides relevant insurance).

Santander

An issue with Santander was ongoing through the year, with the PTA effectively frozen out of the bank account. Currently, Santander will not speak with anyone who is not a signatory and Glengormley branch will not discuss the bank account with our treasurer, Jennifer Keown.

The matter is being progressed and a formal complaint has been lodged. After a trip to Santander's Belfast City Branch, some progress has been made and we are awaiting new forms to be completed to update our account mandate.

EXPENDITURE

In addition to items required for our fundraising events (including a new barbecue, six disc drives, PTA logo branding pad, etc.), the PTA purchased new PE equipment.

In total, our expenditure for the year was approximately £1,095.

CONCLUSION

This was rejuvenated year for the PTA, giving parents some fresh insight to the benefits of having an active PTA at the school and hopefully encouraging their support for future events.

The PTA is as always very grateful to the parents and guardians, teachers, and all those who have contributed, for their support throughout the year.

St James's PTA
Chair

Financial position at end of Financial Period: Total Cash Funds £4,854.75.

17 King's Walk
Newtownabbey
County Antrim
BT37 0AS

Trustees at date of approval: Cathy Taylor, Donal Sayers, Jennifer Keown, Bridgeen Cromwell, Breanda Clenaghan, Danielle Bergin, Ryan Farrell.

(See AGM details above for other individuals who served as trustees during the year.)

Approved:

Signed on behalf of Trustees:

Dated this 30th day of June 2024

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Annual return

Independent examiner's report to the charity trustees of St James' Parent Teachers Association

I report on the accounts of St James' Parent Teachers Association for the year ended 31 August 2023.

Respective responsibilities of charity 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
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- 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 included 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.

Name: SINEAD HEATH

Relevant professional qualification or body: Fellow of the Institute of Actuaries

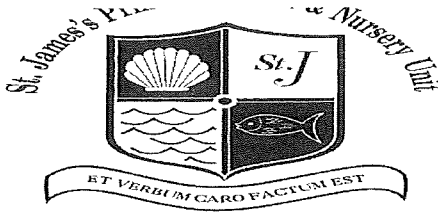
Address: C/O St James' Primary School, 17 Kings Walk, Newtownabbey BT37 0AS

Date: 17 June 2024

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Accounts



St James' Parent Teachers Association	102645	
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Receipts and payments accounts

For the period from	01/09/2017	To	31/08/2018	
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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					
Donations & legacies	3,200	-	-	3,200	-
Grants	-	-	-	-	-
Fundraising activities	2,738	-	-	2,738	4,727
Interest on deposit account	-	-	-	-	-
Dividend on investments	-	-	-	-	-
Members' subscriptions	-	-	-	-	-
Charitable trading receipts	-	-	-	-	-
Rents from land & buildings	-	-	-	-	-
Other charitable receipts	88	-	-	88	-
A1 Sub total (Gross income for the Annual Return)	6,026	-	-	6,026	4,727
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
Proceeds from sale of fixed asset	-	-	-	-	-
Loan repayments received	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	6,026	-	-	6,026	4,727
A3 Payments					
Cost of fundraising events	224	-	-	224	1,036
Gross trading payments	-	-	-	-	-
Investment management costs	-	-	-	-	-
Direct charitable activity	3,000	-	-	3,000	2,488
Grants & donations paid	-	-	-	-	-
Governance costs	105	-	-	105	101
Other costs	69	-	-	69	62
	-	-	-	-	-
	-	-	-	-	-
A3 Sub total	3,398	-	-	3,398	3,687
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
Purchase of investments	-	-	-	-	-
Loans made	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	3,398	-	-	3,398	3,687
Net of receipts/(payments)	2,628	-	-	2,628	1,040
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,320	-	-	5,320	4,280
Cash funds this year end	7,948	-	-	7,948	5,320

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 £	Total funds to nearest £	Last year to nearest £
B1 Cash funds	Current account	7,891	-	-	7,891	5,320
	Cash in Hand	57	-	-	57	-
		-	-	-	-	-
	Total cash funds	7,948	-	-	7,948	5,320
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B3 Investment assets			-	-	-
			-	-	-
			-	-	-
			-	-	-
	Total		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B4 Assets retained for the charity's own use			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
		Total		-	-

Categories	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities				-	-
				-	-
				-	-
				-	-
	Total			-	-

Signed by one or two trustees on behalf of all the trustees

Signature

[Handwritten Signature]

Print Name

Danielle McMillan
Nicola Curran

Date of approval

9.4.19
9.4.19

Section C Notes to the Accounts

C1 Nature and purpose of funds
(may be stated on analysis of funds worksheets)

Unrestricted funds are available for general purposes in accordance with the charity's purposes.

2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
			0
			0
			0
			0
			0
Total			-

C3 Trustee remuneration - details

Authority under which paid	£
	0
	0
	0
	0
	0

C4 Trustee expenses - details

	Number of trustees	£
	0	0
	0	0
	0	0
	0	0
	0	0

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
		0	0
		0	0
		0	0
		0	0
		0	0

C6 Other information

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Irish FA	3,000	-	-	-	3,000	-
Santander	100	-	-	-	100	-
Other	100	-	-	-	100	-
	-	-	-	-	-	-
Total	3,200	-	-	-	3,200	-
	OK	OK	OK		OK	OK

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-
	OK	OK	OK	OK

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Just Giving	88	-	-	-	88	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	88	-	-	-	88	-
	OK	OK	OK		OK	OK

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Dontation to School for the Provision of Facilities	3,000	-	-	-	3,000	-
Stage Contribution	-	-	-	-	-	1,800
Target Maths	-	-	-	-	-	688
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	3,000	-	-	-	3,000	2,488
	OK	OK	OK		OK	OK

Additional analysis (2)

5 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations	-	-	-	-	-	-
Legacies	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Receipts from fundraising activities	-	-	-	-	-	-
Gross trading receipts	-	-	-	-	-	-
Income from investments other than land and buildings	-	-	-	-	-	-
Rents from land & buildings	-	-	-	-	-	-
Loss receipts from other charitable activities	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
					OK	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
					OK	
Total receipts	-	-	-	-	-	-
					OK	
Payments						
Expenses for fundraising activities	-	-	-	-	-	-
Gross trading payments	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-
Payments relating directly to charitable activities	-	-	-	-	-	-
Grants and donations	-	-	-	-	-	-
Governance costs:						
Audit / independent examination	-	-	-	-	-	-
Preparation of annual accounts	-	-	-	-	-	-
Legal costs	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
					OK	
Payments relating to asset and investment movements						
Purchases of fixed assets	-	-	-	-	-	-
Purchase of investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
					OK	
Total payments	-	-	-	-	-	-
					OK	
Net receipts / (payments)	-	-	-	-	-	-
					OK	
Transfers to / (from) funds	-	-	-	-	-	-
Surplus / (deficit) for year	-	-	-	-	-	-
					OK	

Nature and purpose of funds

ST JAMES' PARENT TEACHERS' ASSOCIATION
Income & Expenditure Summary for Period
1st Sept 17- 31st Aug 18

Income

Halloween Disco	1,033.50
Movie Night - Nov	318.00
BagPack	1,386.80
Just Giving	88.00
Donations	3,200.00
TOTAL INCOME	6,026.30

946.90
262.94

Paid in 27 jan 2018.

Expenditure

Movie Licence	82.75
Halloween Disco expenses	86.60
Movie Night - Nov	55.06
Christmas Presents for Nursery & St James' Staff	69.00
Chq to school for equipment	3,000.00
PTA Insurace	105.00
TOTAL EXPENDITURE	3,398.41

Net Surplus/(Deficit) for the Period	2,627.89
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Cash deposit to bank	
Halloween Disco	851.00
Movie Night - Nov	300.00
BagPack	1,386.80
Total deposited to bank	2,537.80
Cash in Hand 2016/2017	150.14
Net Cash in Hand	240.23

Cash & bank 2016/17	
Bank	5,169.78
Cash & bank 2016/17	150.14
Income	6,026.30
Expenditure	(3,398.41)
Should be	7,947.81
Bank Statement	7,890.58
Variance	(57.23) Cash in Hand

Halloween Disco

Income

Cash at Entrance	£	602.00
Caricature	£	50.00
Tuck Shop	£	157.50
Trick or Treat	£	60.50
Coffee & bakes	£	163.50
Total Cash received	£	1,033.50

Expenditure

Description	Cost	Paid by	Receipt Source
Snacks+ drinks	£ 71.00	Danielle	Tesco- 2 bills
Coffee+ Tea	£ 15.60	Catherine	Tesco Online bill
Total Expenses	£ 86.60		

Tesco receipt Catherine

Tesco int. Coffee	13.50
Tetly Tea Bags	6.00
Total	19.50
Discount (20%)	3.90
Sub total	15.60

Net Profit	£	946.90
Cash deposit to bank	£	851.00

Halloween Parade

Expenditure 0

Payment

Movie Night

Income

Tickets sold (106 x £3)	£ 318.00
Cash received on day	£ 318.00

Expenditure

Description	Cost	Paid by	Receipt Source
Water	£ 20.07	Pamela	Makro
DVDs	£ 10.00	Danielle	Tesco
Family circle + milk	£ 5.00	Danielle	Spar
Popcorn + Delivery	£ 19.99	Cash	Popcorn
Total Expenses	£ 55.06		

Net Profit	£ 262.94
Cash deposit to bank	£ 300.00

Halloween Disco

Income

Cash Collected	£ 1,386.80
Total Cash received	£ 1,386.80

Expenditure

Total Expenses	£ -
-----------------------	-----

Net Profit	£ 1,386.80
Cash deposit to bank	£ 1,386.80

Halloween Disco

Income

Cathy	£ 100.00
Santander Courtesy Payment	£ 100.00
Other	£ 3,000.00
Total Cash received	£ 3,200.00

Expenditure

Total Expenses	£ -
-----------------------	-----

Net Profit	£ 3,200.00
Cash deposit to bank	£ 3,200.00

Movie Licence

Expenditure

Movie Licence £ 82.75

£ 82.75

Payment

£ 82.75

Christmas Presents - School Staff & Nursery

Expenditure

Nursery Presents	£ 60.00	Poundland
Presents to staff	£ 9.00	Sainsburys

Total expenses	£ 69.00
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Payment	<u>£ 69.00</u>
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PTA UK Insurance

Expenditure

£105.00

Payment

£ -

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Annual report

**St James's Primary School & Nursery Unit Parent Teachers Association
(NIC 102545)**

Governed by Constitution adopted on 12 February 2015

PTA Annual Report 2017/2018

(Financial Period: 1 September 2017 – 31 August 2018)

Statement of 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.

The Trustees have had regard to the public benefit statutory guidance issued by CCNI.

ANNUAL GENERAL MEETING

The PTA AGM was held on 21 September 2017.

The meeting noted the circulation of the Chair's report on activities of the past year, and received a report from the Treasurer on the PTA finances.

On the retirement of 2016/17 Committee members, the following 2017/18 Committee members were elected:

- Julie Hinds (Chair)
- Rajeev Mathew (Treasurer)
- Danielle McMillan
- Donal Sayers
- Pamela Wallace
- Cathy McGovern
- Fiona Magill

Mr Paul Nicholson was appointed to undertake an examination of the PTA's accounts for the forthcoming year (*Constitution, clause 5.8.4*).

EVENTS

Hallowe'en Disco

This was a successful social event (with, for the first time, a 'balloon drop'), and a good fundraiser – in part, it seems, because of a change to the pricing of the event this year: entry

was £2 for both adults and children. There was some surprise at this change expressed by parents and guardians, underscoring the importance of communicating such a change in advance.

Funds were raised by way of: entry fee / caricature drawing / tuck shop / 'Trick or Treat' / coffee & traybakes.

Movie Night

A Movie Night (Trolls / Sing / Despicable Me 3 / Home Alone 2 / The Lego Batman Movie) was held on 30 November 2017. This is a reliable (although limited) form of fundraiser.

Christmas DVDs

The production and provision of some Christmas concert DVDs was unfortunately delayed this year, and if this fundraiser is repeated it is clear that arrangements will require to be put in place to ensure that those who have paid for DVDs are not disappointed.

Tesco bag pack

On Saturday 9 June 2018, the PTA held a charity bag-packing collection at Tesco Newtownabbey, from 10am – 6pm. This event was extremely well supported, and was a significant fundraiser.

OTHER MATTERS

Charity Commission NI: policies in relation to working with vulnerable beneficiaries

By email dated 12 February 2018, the Charity Commission NI reminded charity trustees of the requirement to have appropriate policies in place for working with vulnerable beneficiaries, and robust controls to ensure these policies are effective.

The PTA adopts school policy in respect of safeguarding vulnerable beneficiaries.

All PTA Committee members are to be AccessNI approved.

Charity Commission NI: Annual Monitoring

A change of financial period end date (to 31 August 2017) was sought, and was granted by the Charity Commission NI. (This brought the financial period into line with accounts submitted previously.)

As a result of this change an annual monitoring return required to be (and was) completed by 30 June 2018.

The PTA was very grateful to Mr Paul Nicholson, who provided an Independent Examiner's Report for the purpose of annual monitoring submission.

Parentkind

PTA-UK is now known as Parentkind. The PTA retains membership (which provides relevant insurance).

Parentkind Welcome Packs were obtained and distributed to Year 1 parents and guardians in June 2018.

Santander

The PTA continued to experience some difficulty with its Santander bank account, and the changing of signatories. This was in fact such that Santander made a (further) goodwill payment to the PTA in recognition of the situation.

It is understood that the difficulty has now been resolved.

EXPENDITURE

Christmas presents (for Nursery, and for St James's PS & NU staff) were paid for by the PTA.

This year the PTA Committee committed to provide the school with funding in respect of:

- a handwriting scheme to be used throughout the school, to provide a consistent approach and improve levels of presentation;
- a scheme to help promote listening and concentration skills, as recommended by the Education Training Inspectorate;
- *Numicon* numeracy resources, including for the Nursery Unit, to build on the success of these fabulous resources in other parts of the school;
- badly-needed toys for the Key Stage 1 play area; and
- further funding for the valuable *Accelerated Reader* literacy programme.

In total, these things represented a PTA spending commitment of approximately **£3,900**.

CONCLUSION

This was a lower-key PTA year than many recent years. It may be that some respite from PTA requests will have been appreciated by parents and guardians.

It is however very much to be hoped that the PTA will take a more prominent, and more effective, role this year, at a time of particular financial difficulty when fundraising efforts are likely to be greatly appreciated.

The PTA is as always very grateful to the parents and guardians, teachers, and all those who have contributed, for their support throughout the year.

St James's PTA
Chair


Financial position at end of Financial Period: Total Cash Funds £7,948.

17 King's Walk
Newtownabbey
County Antrim
BT37 0AS

Trustees at date of approval: Julie Hinds, Donal Sayers, Danielle McMillan, Paula Donaghy, Nicola Curry, Pamela Wallace, Siveen Clarke.

(See AGM details above for other individuals who served as trustees during the year.)

Approved: Danielle McMillan

Signed on behalf of Trustees: 

Dated this 9th day of 9th April 20 19.

St James' Parent Teachers Association

Northern Ireland - Charity number 102545

Annual return

Independent examiner's report to the charity trustees of St James' Parent Teachers Association

I report on the accounts of St James' Parent Teachers Association for the year ended 31 August 2018.

Respective responsibilities of charity 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
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- 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 included 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.

Name: Paul Nicholson

Relevant professional qualification or body: Not Required

Address: C/O St James' Primary School, 17 Kings Walk, Newtownabbey BT37 0AS

Date: December 2018