

# Brownlee Primary School Parent Teacher Association

Northern Ireland · Charity number 102707

## Details

Known as	Brownlee P.T.A.
Status	Received
Registered	2015-06-10
Register	<a href="#">View on the Charity Commission for Northern Ireland register</a>

## Contact

Address	Brownlee Primary School 2 Wallace Avenue Lisburn County Antrim Bt27 4aa BT27 4AA
Phone	028 92665635
Email	<a href="mailto:brownleepta@gmail.com">brownleepta@gmail.com</a>
Website	<a href="http://www.brownleeprimary.org/">http://www.brownleeprimary.org/</a>

## 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, Volunteer development, Youth development

**Who the charity helps:** Children (5-13 year olds), Parents

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£10,699	£10,877	£0	0

## Trustees

Name	Role	Appointed
Mr Paul Steven Montgomery		
Mrs Anna Barron		
Mrs Gemma Watters		
Mrs Gillian Boyd		
Mrs Johanna-Mari Crawford		
Mrs Stephanie Armstrong		
Mrs Wendy-Anne Mcfarland		

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Accounts

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DATE	INCOME	Chq	FUND-RAISERS							OTHER INCOME			
			Break the Rules	Christmas	Valentine Disco	Pumpkin Competition	Easter Comp & Prizes	Football Raffle	Summer Fair	Easy Fundraising	The Halifax Foundation		
19.10.23	Stripe Income		831.07										
14.11.23	Bank Credit											80.49	
18.12.23	Bank Credit												100.00
18.12.23	Bank Credit												400.00
18.12.23	Grant												3400.00
09.01.24	Stripe Income (hamper)			334.43									
19.01.24	School Fundraising (Xmas Cards Commission)			376.40									
24.01.24	Purple Chilli Ltd	100116			-334.80								
24.01.24	Joe Crawford (Makro)	100116			-402.97								
29.01.24	Valentine Disco Cash Payments	100116			39.00								
13.02.24	Bank Credit											40.04	
21.02.24	Stripe Income				1162.02								
20.03.24	Cash Income						91.63						
20.03.24	Expenses						-29.63						
20.03.24	Bank Credit (Xmas Jumper)												
20.03.24	Bank Credit (Elf Raffle)			81.05									
20.03.24	Bank Credit (Joe Crawford prizes)	100117		165.00									
21.03.24	Joe Crawford (prizes)							-31.02					
22.03.24	Stripe Income								19.47				
31.05.24	Bank Credit								102.00				
24.06.24	Bank Credit									496.00			
25.06.24	Philip Trimble (Jumping Castle)	100123								-110.00			
25.06.24	Jow Crawford (stock)	100124								-259.02			
27.06.24	Mr Twister (Balloons)	100122								-140.00			
01.07.24	Stripe Income											17.24	
13.08.24	Bank Credit												
			<b>831.07</b>	<b>956.88</b>	<b>463.25</b>		<b>62.00</b>	<b>70.98</b>	<b>19.47</b>	<b>1817.56</b>	<b>137.77</b>	<b>3900.00</b>	
													<b>4037.77</b>
													<b>4221.21</b>

Bank Balance end 2022/2023		8652.68
Income	Fundraising Profit	4221.21
	Other Income	4037.77
Expenditure	Donations to School	8411.50
<b>Year-End Surplus/Deficit</b>		<b>-152.52</b>
<b>Should be in Bank</b>		<b>8500.16</b>
Balance of Amt transferred to School that should be in PTA Acc		-511.23
Actually in Bank		<b>7988.93</b>

DATE	NON FUND-RAISING EXPENDITURE	Chq	Classroom & IT Donations	Staff Appreciation Day
31.10.23	Brownlee Primary School	100116	8270.00	
03.06.24	Stephanie Armstrong	100120		52.50
20.06.24	Kate Mackintosh	100118		89.00
			<b>8411.50</b>	

Cheque 100116 payable to school due to issues with Barclays Bank  
Less Donations to School (Laptops x 10 & £200 x 8 classroom donations)  
Less PTA expenses (Silent Disco) paid via school fund + £39 cash payments  
Balance held in school fund. Expenses up to this amt in 24/25 to be paid from school fund

£9,480.00  
-£8,270.00  
-£698.77  
£511.23

*K. Quinn* 4/6/25

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Accounts

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DATE	INCOME	Chq	FUND-RAISERS						OTHER INCOME				
			Pumpkin Competition	Break the Rules	Christmas Cards	Christmas	Easter Raffle	Summer Fun Day	Coronation Day	Misc	Easy Fundraising	Helping Hands Charity	Amazon Smile Commission
07.11.22	Cash Lodgement		112.20										
15.11.22	Bank Credit												27.65
30.11.22	Cash Lodgement			17.00									
07.12.22	Stripe Income			879.09									
15.12.22	Cash Lodgement - Elf competition						188.83						
19.12.22	Wendy-Anne McFarland (Santa Day)	100105					-27.86						
22.12.22	Susan McKee (Santa Day)	100104					-6.80						
03.01.23	School Fundraising (Digiprint Graphics)				462.12								
11.01.23	Stripe Income (Hamper)					344.37							
13.01.23	School Fundraising (Digiprint Graphics)									3.00			
13.01.23	Cash Lodgement											152.05	
31.01.23	Bank Credit												42.03
06.02.23	Joe Crawford (prizes)	100102	-35.91										
06.02.23	Joe Crawford (postage)	100103			-12.60								
07.02.23	Payment	100106										-152.05	
19.04.23	Stripe Income (Easter Raffle)							258.94					
24.04.23	Bank Credit												13.24
05.05.23	Iceland							-8.75					
09.05.23	Iceland							-68.00					
11.05.23	Lisburn Hot Tub and Bounce	100109						-100.00					
16.05.23	Bank Credit										29.34		
19.05.23	Bank Credit												58.66
05.06.23	School Fundraising (Digiprint Graphics)									287.90			
07.06.23	Stripe Income							1361.48					
15.06.23	Joe Crawford (prizes)	100112						-200.31					
22.08.23	Bank Credit										45.16		
			76.29	896.09	449.52	498.54	258.94	984.42	287.90	3.00	74.50	0.00	141.58
			3163.80						506.98				

DATE	DONATIONS	Chq	SCHOOL SUBSIDIES	OTHER CONTRIBUTIONS				
				Software Licence Fee Contribution	Mr Elliott Leaving Gift	Cinema Trip	Sports Day	Staff Appreciation Day
31.01.23	Brownlee Primary School	100107				516.00		
31.01.23	Brownlee Primary School	100108	2600.00					
15.06.23	Joe Crawford (Photobox Invoice)	100113		60.68				
21.06.23	Cash Withdrawal							140.00
27.06.23	Kate Mackintosh	100115						64.62
04.07.23	Brownlee Primary School	100114				18.60		
				60.68	516.00	18.60	204.62	
			2600.00	799.90				

Bank Balance end 2021/2022		8381.80
Plus	Fundraising Profit	3163.80
	Other Income	506.98
		3670.78
Less	Subsidies to School	2600.00
	Other Contributions	799.90
		3399.90
		270.88
Surplus/Deficit at end 2022/2023 academic year		8652.68

*Blair*  
14-3-24

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Annual report

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## PTA Financial report for the AGM – September 2023

In September 2022 the PTA started the school year with a bank balance of **£8381.80** and closed in August 2023 with a balance of **£8652.68**. During the year the PTA engaged in various fundraising activities and was able to make contributions to several worthwhile endeavours.

### FUNDRAISING FOR THE SCHOOL YEAR SEPTEMBER 2022 – AUGUST 2023 WAS AS FOLLOWS:

Event	Date	Income	Expenditure	Postage/Other Expenses	Profit
Pumpkin Competition	7/11/22	£ 112.20	£ 35.91	£ -	£ 76.29
Christmas Cards	21/11/22	£ 1,576.00	£ 1,113.88	£ 12.60	£ 449.52
Break the rules 2022	25/11/22	£ 896.00	£ -	£ -	£ 896.00
Elf collection	15/12	£ 188.83	£ -	£ -	£ 188.83
Santa day	16/12/22	£ -	£ 34.66	£ -	£ (34.66)
Christmas hamper raffle	19/12/20 22	£ 344.00	£ -	£ -	£ 344.00
Easter raffle	27/04/20 23	£ 258.94	£ -	£ -	£ 258.94
Summer Fair	02/06/20 23	£ 1,361.48	£ 377.06		£ 984.42
Other		£ 506.98			£ 506.98
					£ -
<b>Total</b>		£ 5,244.43	£ 1,561.51	£ 12.60	<b>£ 3,670.32</b>

## CONTRIBUTIONS MADE

We made a contribution toward Software Licensing for IXL learner and GL Assessment software which BPS school children and teachers make use of. We also funded various enrichments for the school children which included a cinema excursion, a sports day treat and Christmas fun day. We made a contribution to Helping Hands which is a preventative education programme developed for primary school aged children. We also arranged a staff appreciate lunch to thank the BPS Staff for their hard work and dedication throughout the year as well as a going away gift for our long serving head teacher Mr Elliott.

## CONTRIBUTIONS MADE BY THE PTA

Date	Description	Cost
13/1/23	School Cinema trip	516
16/12/2022	Santa day	34.66
13/01/23	Helping Hands	152.05
31/01/23	Software fee	2600
15/06/23	Mr Elliott gift	60.68
09/06/23	Sports day treats	18.6
23/06/23	Staff Appreciation Lunch	204.62
	<b>Total</b>	<b>3586.61</b>

Our income for the year exceeded our expenditure and we ended the year with a healthy bank balance of £8652.68. We anticipate similar fundraising efforts in the coming year and that similar contributions will be made. In addition to this, the school will require a number of new computers which we intend to assist the school in purchasing. We look forward to another successful year of fundraising.

Yours Faithfully

Gemma Watters

## **BROWNLEE PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **ANNUAL CHAIRPERSONS REPORT 28 SEPTEMBER 2023**

Welcome everyone to our Brownlee Primary School PTA Annual General Meeting and a very special welcome to our new Principal, Mr Montgomery. We look forward to supporting you in your new role.

I've been a part of the Brownlee PTA for exactly 1 year now. Those of you who were here last year will recall the turn of events that resulted in my rather sudden and unexpected ascension to the chair. A big thank you to the previous Chairperson Mrs Stenson for her help during the hand over period and for her continued support and guidance.

The year started off just as any other... apart from the fact that the Chairperson had no idea of what to do. We had a brand-new chairperson, brand-new secretary, and brand-new treasurer. (What could go wrong?) The past year has certainly been a steep and rewarding learning curve.

We kicked off our fundraising year with a pumpkin carving competition which appears to a firm favourite amongst many of the children. Before we knew it, Christmas was upon us. With the help of Vets for Pets Longstone (thank you Anna) we managed to arrange a lovely Christmas fun day for the children. We had Santa and snow and treats, and hot chocolate

and we even had a naughty giant Elf, lovingly named Alfonso (thank you Gillian) popping up and causing all sorts of mischief in and around the school. We were able to raffle that naughty little fellow off and I'm mightily relieved that my daughter did not win him. Teachers contributed to a Christmas raffle and Gillian put together two of the most beautiful hampers I have ever seen. We had some very happy prize winners.

In the weeks leading up to Easter, a massive chocolate Easter egg courtesy of Vets for Pets Longstone found its way into Ms Spences office! There it sat. Torturing passersby with its delightful chocolaty presence. We raffled it off and one lucky young lady took it home with a massive smile on her face.

We had the Coronation of King Charles this year and so we decided to celebrate by having a Coronation Fun Day. This was a fantastic learning experience in many respects. The following lessons were well learnt: many hands make light work, teachers are the best, you can't buy too many prizes and every other school might have the same idea. For that reason, we ended up with probably the very last bouncy castle available in the whole of Northern Ireland for that Friday. A terrifying, fire breathing dragon/dinosaur. The children absolutely loved the dinosaur. All except my own daughter who told me off for arranging such an inappropriate bouncy castle.

2023 was also the year in which we said goodbye to Mr Elliott. We were able to give him a very special send off. The PTA reached out to various members of the Brownlee community

and gathered memories and tributes which we bound up into a beautiful book for him to remember Brownlee by. We didn't forget our wonderful staff either and supermom Kate put together a beautiful staff luncheon, flower bar and all.

A very big thank you to every person who helped us with the PTA last year. A special thanks to Gillian and Kate, Mrs McKee and Duffy, Ms Spence, Mrs McAteer, Hr Hodgen thank you for your help. Thank you, Anna for holding out your hand to me and stepping up as my deputy for the year. That simple act gave me just enough courage to give it a go. Thank you, Stephanie, for the many ways in which you help and for keeping such great minutes. They have proven invaluable to a scatterbrain such as myself and Gemma what can I say besides thank you. Thank you for being calm, level-headed, and patient and thank you so much for doing a great job as treasurer.

We have many interesting and exciting ideas for taking the PTA forward this year. Kate is able to give a bit more of her time and she has already started making a great contribution to our planning and preparations for the year. Our hope is to involve more parents with the work we do, and we have some ideas of how to make this happen. I encourage anyone who is part of the Brownlee family to come on board and join us. We understand that life gets busy, and people are constrained for time. We will never ask you to help us with more time than you are comfortably able to give. If you're worried about attending endless meetings, then please rest assured that we won't waste your time with a meeting if an email would do. We're committed to supporting the staff of Brownlee Primary School so

that our children get the very best out of their time at this lovely institution and indeed it is true that many hands make light work.

Yours Faithfully  
**Johanna-mari Crawford**  
Chairperson

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Annual return

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## **Independent examiner's report to the charity trustees of Brownlee Primary School PTA Trust.**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2023, which are set out on pages 00 to 01.

### **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:	Clare Oliver
Relevant professional qualification or body:	
Address:	158 Old Ballynahinch Road Lisburn BT27 6TL
Date:	14 <sup>th</sup> March 2024

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Accounts

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<b>Charity Name</b>	<b>Charity No.</b>
Brownlee Primary School	Charity No. 102707

## Receipts and payments accounts

<b>For the period from</b>	01/09/2021	<b>To</b>	31/08/2022
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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 £
<b>A1 Receipts</b>					
Fundraising Activities	5,876	-	-	5,876	5,092
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>A1 Sub total</b> (Gross income for the Annual Return)	5,876	-	-	5,876	5,092
<b>A2 Asset and investment sales</b> (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
	-	-	-	-	-
<b>A2 Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	5,876	-	-	5,876	5,092
<b>A3 Payments</b>					
Cost of Fundraising	1,658	-	-	1,658	1,401
Donations to school	5,000	-	-	5,000	160
Membership Fee	121	-	-	121	-
	-	-	-	-	-



<b>Charity Name</b>	<b>Charity No.</b>
Brownlee Primary School	Charity No. 102707

### Receipts and payments accounts

<b>For the period from</b>	01/09/2021	<b>To</b>	31/08/2022
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#### Section A Receipts and payments

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>A3 Sub total</b>	<b>6,779</b>	<b>-</b>	<b>-</b>	<b>6,779</b>	<b>1,561</b>
<b>A4 Asset and investment purchases</b> <i>(see tables 1 and 2 in section 7 of the guidance)</i>					
	-	-	-	-	-
	-	-	-	-	-
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,779</b>	<b>-</b>	<b>-</b>	<b>6,779</b>	<b>1,561</b>
<b>Net of receipts/(payments)</b>	<b>- 903</b>	<b>-</b>	<b>-</b>	<b>- 903</b>	<b>3,531</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>- 903</b>	<b>-</b>	<b>-</b>	<b>- 903</b>	<b>3,531</b>

**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Annual report

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## PTA Financial report for the AGM - October 2022

In September 2021 the PTA started the school year with a balance of £9265.32 and closed the year in June 2022 with £8361.54.

For the purpose of the AGM I have summarised the year below.

Event	Income	Expenditure	Profit
Break the rules	£1079.00	£51.45	£1027.55
Late tea towel income	£16.50	£0.00	£16.50
Pumpkin Competition	£100.60	£0.00	£100.60
Christmas Cards	£889.60	£623.91	£265.69
Raffle and fun day	£1217.60	£257.10	£960.50
Easter Hat competition	£79.00	£20.18	£58.82
Summer Fair	£2157.17	£705.50	£1451.67
Taylor's ice cream commission	£78.00	£0.00	£78.00
Amazon commission	£69.90	£0.00	£69.90
Sports day collection	£188.20	£0.00	£188.20
<b>Total</b>	<b>£5875.57</b>	<b>£1658.14</b>	<b>£4217.43</b>

Total raised by the PTA in the school year 2021 - 2022 after expenses - £4,217.43

We paid for the IXL licence for the school at a cost of £2667.00 and we also donated £200 per year plus £200 to SEN (£1600 total). We purchased autograph books for our p7 leavers at a cost of £150 and our yearly membership to parentkind cost £121.00. We also paid £395 towards a theatre group visit as we feel it is important that all children in our school get this opportunity.

At year end our total expenditure of £4993 was higher than our total fundraising income however this was due to us paying out less in previous years due to lockdown periods so we were in a good position to support the school with a large licensing cost that would benefit the entire school population. Despite this our bank balance remains very healthy and we look forward to another year of successful fundraising enabling us to continue supporting our school.

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# Brownlee Primary School PTA

## Statement of Assets and Liabilities - Year end 31 August 2022

### Assets

Current	\$8,361.54
Total Assets	\$8,361.54

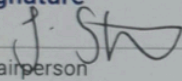
### Liabilities

Total Liabilities	\$0.00
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<b>Net Worth</b>	\$8,361.54
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Approved by the trustees and signed on their behalf by:

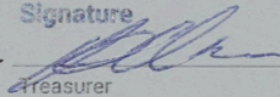
Signature



Chairperson

date: 9/11/22

Signature



Treasurer

date: 9/11



**Brownlee Primary School Parent Teacher Association**

Northern Ireland - Charity number 102707

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# Annual return

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## **Independent examiner's report to the charity trustees of Brownlee Primary School PTA Trust**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2022

### **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 Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

### **Basis of examiner's statement**

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 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 as required by 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: Clare Oliver

Relevant professional qualification if any:

Address: 158 Old Ballynahinch Road  
Lisburn  
BT27 6TL

Date: 26<sup>th</sup> October 2022