

Killowen Primary School PTA

Northern Ireland · Charity number 103127

Details

Status Received

Registered 2015-09-22

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

Contact

Address Killowen Primary School
Shuttle Hill
Coleraine
County Londonderry
BT51 3bz
BT51 3BZ

Phone 02870342483

Activities

Purposes: - To promote close co operation and communication between parents, teachers and other staff. - Engage in activities and provide items which support Killowen Primary School and advance the education of the pupils attending the school as the committee, in consultation with the teachers, shall determine.

What the charity does: The advancement of education

How the charity works: General charitable purposes

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

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£5,008	£5,808	£0	0

Trustees

Name	Role	Appointed
Mr Robbie Moon		
Mrs Andrea Mcfarlane		
Mrs Arlene Moon		
Mrs Lynne Caskey		
Mrs Nichola Neill		

Accounts

PTA Account 2024/2025

Income & Expense Record

£6,139.92 Opening Balance

DATE	ITEM	Income	Lodgement No.	Expense	Cheque No.	Balance	Column1
06/09/2024	Charges			£32.53	Direct Transfer	£6,107.39	
06/12/2024	Charges			£8.98	Direct Transfer	£6,098.41	
24/02/2025	Disco	£383.50				£6,481.91	
14/03/2025	Charges			£8.00	Direct Transfer	£6,473.91	
18/03/2025	Parent Kind	£529.73				£7,003.64	
01/05/2025	Fete			£89.53	112	£6,914.11	Balloons/wands
13/05/2025	Fete			£29.92	113	£6,884.19	Sweets
20/05/2025	Fete			£38.47	114	£6,845.72	Prizes
20/05/2025	Fete			£36.25	115	£6,809.47	Gas
20/05/2025	Fete			£370.52	116	£6,438.95	
22/05/2025	Nexus Equipment			£3,614.60	117	£2,824.35	
29/05/2025	Fete	£4,095.22	156019			£6,919.57	
29/05/2025	Fete			£220.00	118	£6,699.57	
06/06/2025	Charges			£12.85	Direct Transfer	£6,686.72	
16/06/2025	Art Project			£1,347.00	119	£5,339.72	
						£5,339.72	
						£5,339.72	
						£5,339.72	

Total £5,008.45 £5,808.65

£5,008.45 Total Income

£5,808.65 Total Expense

Category	Income	Expense
Charges	£ -	£ 62.36
Disco	£ 383.50	£ -
Parent Kind	£ 529.73	£ -
Fete	£ 4,095.22	£ 784.69
Nexus Equipment	£ -	£ 3,614.60
Art Project		£ 1,347.00
Totals	£ 5,008.45	£ 5,808.65

Accounts

Killowen Primary School



Parent Teacher Association

Charity Number:- NIC103127

8thTRUSTEE ANNUAL REPORT - APRIL 2025

Relates to the year: 1stApril 2023 - 31st March 2024

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Legal and Administrative Information

Killowen Primary School Parent Teacher Association is a registered charity which operates on behalf of the Parents and Guardians of pupils enrolled at the state school known as Killowen Primary School, together with its teachers and staff.

Registered as a charity in the name of:
KILLOWEN PRIMARY SCHOOL

Address: Killowen Primary School
Shuttle Hill
Coleraine
Co. Londonderry
BT51 3BZ

Phone Number: 02870342483

Email Address: amoon380@c2kni.net

Recognised Charity Number: NIC103127

Trustee Names	On 31 st March 2024	Served during 2023/24
Arlene Moon (Chair)	Yes	Yes
Cheryl Neill	No	Yes
Andrea McFarlane	Yes	Yes
Wayne Daverage	No	Yes
Nicola Neill	Yes	Yes
Lynne Caskey (Treasurer)	Yes	No
Robbie Moon (Secretary)	Yes	No

Bankers: - Bank of Ireland
The Diamond
Coleraine

Independent Examiner:- Education Authority

Trustees Annual Report

The Trustees of Killowen Primary School Parent Teacher Association present their report, together with their independently examined financial statements of the Charity for the year ended March 2024.

Structure, Governance and Management:

Governing Document

The charity's activities are governed by a Constitution Document approved by the Annual General Meeting.

Recruitment and appointment of new trustees

Any parent or guardian of a pupil at the school is automatically a member of the PTA. Committee membership relies on parents volunteering their services; to date there has been no reason to refuse any support. Killowen Primary School Parent Teacher Association committee membership is promoted at parent information meetings, fundraising events, Seesaw and via the school 'Monday note'. Committee posts are filled annually and new parents are encouraged to actively stand for election.

Induction and training of new trustees

New committee members are introduced into the workings of the charity and its relationship to the school. Initial meetings describe the work of the charity, the structure of the meetings, the responsibilities of the trustees and members. Office bearers are provided with guidance and support from the previous committee members.

Governance

The charity holds regular meetings during the school year. Subcommittees may be formed to by the committee to work on specific events/ activities and will report back to the committee. Killowen Primary School Parent Teacher Association works closely with the school Principal and also one teaching member of staff, who attends PTA meetings.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to review the principle areas of the charity's operations in order to identify risks that could affect the day to day operations of the charity. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level, in its day to day operations.

Objectives and Activities

Aims and Objectives

The objection of the charity is to enhance the education of the pupils attending Killowen Primary School.

In furtherance to this objective, the charity may:

- Promote close co-operation and communication between parents, teachers and other staff;
- Engage in activities which enhance or provide facilities or items for education at Killowen Primary School.

The principle activity for achieving the objective is to hold fundraising events.

Statement on Public Benefit

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Achievement and Performance

Charitable Activities

In 2023/24 the charity generated abundant funds, through fundraising activities, these included a Halloween Disco and a School Fete in May. This charity has no assets and liabilities.

Financial Review

Financial Results

The main source of income for the charity is from fundraising activities and donations.

Financial Reserves

The Charity does not have a specific policy on reserves, but the Treasurer aims to maintain enough money in the bank account to fund all forthcoming expenses, such as floats and expenses for events and any commitments to the school.

Trustees Responsibilities

Charity regulations require the Trustees to prepare accounts for each financial year which show the incoming resources and application of the resources of the Charity in the year.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Killowen Primary School PTA

Northern Ireland - Charity number 103127

Annual report

Killowen PTA 2023-24

Income & Expense Record

£3,016.91 Opening Balance

DATE	ITEM	Income	Lodgement No.	Expense	Cheque No.	Balance	Column1
24/09/2023	Charges			£8.00		£3,008.91	
24/09/2023	Cancelled cheque			£0.00	106	£0.00	
24/10/2023	Tuck			£0.00	107	£3,008.91	Cancelled
24/10/2023	Tuck			£152.77	108	£2,856.14	Lynas
08/11/2023	Disco	£688.24	108			£3,544.38	
08/12/2023	Charges			£13.97	dd	£3,530.41	
08/03/2024	Charges			£8.00	dd	£3,522.41	
14/03/2024	Easter Hamper			£16.99	109	£3,505.42	Easter Hamper
25/03/2024	Easter Hamper	£272.20				£3,777.62	
28/05/2024	Fete	£2,815.00	109			£6,592.62	
06/06/2024	Fete			£470.00	110	£6,122.62	Bouncy Castles
06/06/2024	Fete			£333.68	111	£5,788.94	KPS expenses
07/06/2024	Charges			£8.58		£5,780.36	
12/06/2024	Fete	£359.56	cash			£6,139.92	
						£6,139.92	

£4,135.00 Total Income

£1,011.99 Total Expense

Total £4,135.00 £1,011.99

Category	Income	Expense
Tuck	£ -	£ 152.77
Charges	£ -	£ 38.55
Disco	£ 688.24	£ -
Easter Hamper	£ 272.20	£ 16.99
Fete	£ 3,174.56	£ 803.68
Totals	£ 4,135.00	£ 1,011.99

Killowen Primary School PTA

Northern Ireland - Charity number 103127

Annual return

Killowen Primary School

PTA Account 2024/25

Account No: 00156019

Opening Balance at 01/09/23

Bank Reconciliation

£ 3,016.91 ✓

Add Lodgements

£ 4,135.00 ✓

Less Expenses

£ 1,011.99 ✓

Closing Balance at 31/08/24

Balance per Bank Statement 31/08/24

£ 6,139.92 ✓

Add outstanding Lodgements

£ -

Less Outstanding Cheques

£ -

Reconciled Balance at 31/08/24

£ 6,139.92 ✓

I can confirm that these are accurate

[Signature]

10/10/2024

Accounts

Kool Kidz Account 2022-23
Income & Expense Record

£8,074.10 Opening Balance

DATE	ITEM	Income	Lodgement No.	Expense	Cheque No.	Balance	Column1
11/11/2022	Facilitators			£200.00	201	£7,874.10	Facilitator Amc
30/12/2022	Fees			£12.97		£7,861.13	
17/05/2023	Parent Payments	£1,960.00	77			£9,821.13	
19/05/2023	Insurance			£284.23	202	£9,536.90	
24/05/2023	Parent Payments	£270.00	78			£9,806.90	
02/06/2023	Parent Payments	£510.00	vouchers			£10,316.90	
07/06/2023	Parent Payments	£344.00	79			£10,660.90	
21/06/2023	Parent Payments	£3,300.00	80			£13,960.90	
28/06/2023	Parent Payments	£1,930.00	81			£15,890.90	
30/06/2023	Fees			£22.97		£15,867.93	
21/07/2024	Wages			£796.68	203	£15,071.25	A McCracken
21/07/2023	Wages			£551.20	204	£14,520.05	M Hasson
21/07/2023	Wages			£0.00	205	£14,520.05	cancelled
21/07/2023	Wages			£553.00	206	£13,967.05	S McDougall
21/07/2023	Wages			£559.98	207	£13,407.07	F Watson
21/07/2023	Wages			£893.55	208	£12,513.52	M Duffy
21/07/2023	Wages			£910.35	209	£11,603.17	A Platt
21/07/2023	HMRC			£547.32	210	£11,055.85	
21/07/2023	Activities			£105.00	211	£10,950.85	J Centre
24/07/2023	Activities			£80.00	212	£10,870.85	J Centre
24/07/2023	Activities	£142.00	82			£11,012.85	
24/07/2023	Parent Payments	£1,927.03	d transfer			£12,939.88	
01/08/2023	Parent Payments	£854.00	d transfer			£13,793.88	
02/08/2023	Activities	£93.00	83			£13,886.88	
03/11/1900	Activities	£63.00	84			£13,949.88	
14/08/2023	Facilitators			£120.00	213	£13,829.88	
14/08/2023	Activities			£200.00	214	£13,629.88	J Centre
14/08/2023	Activities			£115.00	215	£13,514.88	J Centre
16/08/2023	Parent Payments	£494.00	d transfer			£14,008.88	
18/08/2023	Wages			£1,132.39	216	£12,876.49	
18/08/2023	Wages			£1,243.80	217	£11,632.69	
18/08/2023	Wages			£1,206.47	218	£10,426.22	
18/08/2023	Wages			£97.30	219	£10,328.92	
18/08/2023	Wages			£768.76	220	£9,560.16	
18/08/2023	Wages			£1,189.80	221	£8,370.36	
18/08/2023	Wages			£979.43	222	£7,390.93	
21/08/2023	Parent Payments	£360.00	d transfer			£7,750.93	
28/08/2023	Activities			£298.00	223	£7,452.93	Triangle Castles
28/08/2023	Vetting			£160.00	224	£7,292.93	
28/08/2023	Activities			£37.42	225	£7,255.51	Cookery
						£7,255.51	
						£7,255.51	
						£7,255.51	

Total £12,247.03 £13,065.62

Category	Income	Expense
Facilitators	£ -	£ 320.00
Fees	£ -	£ 35.94
Parent Payments	£ 11,949.03	£ -
Wages	£ -	£ 10,882.71
HMRC	£ -	£ 547.32
Activities	£ 298.00	£ 835.42
Insurance	£ -	£ 284.23
Vetting	£ -	£ 160.00
	£ -	£ -
Totals	£ 12,247.03	£ 13,065.62

Total Income

Total Expense

Killowen Primary School PTA

Northern Ireland - Charity number 103127

Annual report



7th TRUSTEE ANNUAL REPORT - APRIL 2024

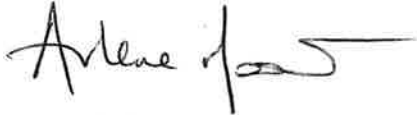
Relates to the year: 1st April 2022 - 31st March 2023

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INTRODUCTION

This is the first Trustee Annual Report as required by the Charity Commission NI. This relates to the financial year 1st April 2022 to 31st March 2023. This document has been prepared based on guidance provided by the Charity Commission and trustees have had regard to the Commission's Public benefit requirement statutory guidance.

Signed on behalf of the Trustees:

A handwritten signature in black ink, appearing to read 'Arlene Moon', with a long horizontal flourish extending to the right.

Mrs Arlene Moon
Chair

LEGALITIES

Registered as a charity in the name of:
KOOL KIDZ @ KILLOWEN SUMMER SCHEME

Address: Kool Kidz @Killowen
Killowen Primary School
Shuttle Hill
Coleraine
Co. Londonderry
BT51 3BZ

Phone Number: 02870342483

Email Address: kool_kidz@icloud.com

Recognised Charity Number: NIC102390

Trustee Names	On 31st January 2024	Served during 2022/23
Arlene Moon	Yes	Yes
Carol Spence	Yes	Yes
Charmaine McCook	Yes	Yes
Ruth McKendry	Yes	Yes
Gillian Cuddy	Yes	Yes

Constitution and Purpose

Kool Kidz is a charity governed by a constitution and code of conduct.

Kool Kidz is established to promote play based learning environments for all children of the area served in Coleraine and its surrounding environs without distinction of age, gender, marital status, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular:

- a. to support Killowen Primary School and anyone residing in the Coleraine council area by providing educational facilities and activities through additional sessional care during the holiday periods.
- b. To support and work in partnership with parents staff and others associated with Kool Kidz, in inclusively caring for and developing each child that attends Kool Kidz in a warm, friendly and happy environment.

Trustee Appointments

Only individual members can become Trustees, it is not open to corporate members. Applicants complete an application form for membership of Kool Kidz @ Killowen and submit that for approval by the existing Trustees. Once this is approved, a member can put forward his or her name as a nominee to become a Trustee by election at an Annual General Meeting, or in exceptional circumstances, the Trustees may decide to co-opt a member as a Trustee.

MAIN ACTIVITIES TO FURTHER PUBLIC BENEFIT

Kool Kidz is a summer scheme which provides sessional day care during the months of July and August. It was set up in July 2013 and since it started many children and parents in the local area have utilised and benefitted from the summer scheme. Strong links have been developed with parents and the local community to allow children to engage in purposeful, healthy activities that meet the children's individual needs and choices. Kool Kidz is a body associated with the Early Years Organisation and the Early Years Team from HSCNI.

The benefits from this purpose include the following outcomes:

- enhancement of children's abilities (physical, intellectual, social, creative, mental and moral capabilities) in both their social and educational lives, through leisure time activities.
- the links that are created between home, Kool Kidz and the local community. It is demonstrated by reducing worries and anxieties of parents through supporting and working in partnership with them, staff and others associated with Kool Kidz.
- giving children the best possible chance in both their social and educational lives. Providing opportunities to engage in purposeful, healthy activities that will meet the children's individual needs and choices.

These benefits are demonstrated through feedback from parents, staff and others associated with Kool Kidz, through independent monitoring and evaluation of our services from parent questionnaires and staff meetings and by regular monitoring and evaluation of Kool Kidz by the leader and the sub-committee. In providing childcare for 4-11 year olds there is the uncertain risk of emergencies arising however, risk assessments are carried out on a daily and weekly basis. This risk is rare and the benefits of Kool Kidz outweighs the harm.

The beneficiaries of this purpose are the parents and the children who attend Killowen Primary School and also in the summer months those parents who have children aged 4-11 years old and who live in the Coleraine area and in the whole of Northern Ireland (Kool kidz is open to those who reside in the local council area in the summer). A private benefit to trustees may arise from Disclosure Checks as these may be transferable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries. A number of the charity trustees are parents from Kool Kidz which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

A private benefit flowing from this purpose may arise from members of staff and ongoing training in child protection, paediatric first aid etc. Through this training staff gain skills and experience which are transferable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries. The charity trustees are mostly parents from Kool Kidz which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

Review of Public Benefit Outcomes 2022-2023

Kool Kidz has carried out a number of activities (outlined below) against which to describe the public benefits to its purposes:

- Kool Kidz were able to keep up their links with local businesses to provide a wide range of outdoor activities for the children to benefit from. This provided them with education and fun activities throughout the summer period.
- Kool Kidz made links with local coaches who were able to coach multi sports sessions with the children promoting healthy lifestyles and exercise in outside areas.

Review of the Financial Position at the end of the Year

Financial performance in the year to March 31st 2023 has been consistent with the trustee's expectations. The charity has no assets and liabilities.

Reserves Policy

- To sustain Kool Kidz and enable the organisation to achieve its aims and objectives.
- To maintain an amount of cash reserve (small surplus) to provide educational and fun resources and activities for the beneficiaries who attend Kool Kidz.

Future Plans

- To ensure that links within the community are adhered to and built upon.
- To ensure an element of Wellbeing activities are continued (since covid).
- To maintain similar enrolment numbers at Kool Kidz.
- To continue with and ensure that the new pension scheme is being adhered to for all members of staff.

Killowen Primary School PTA

Northern Ireland - Charity number 103127

Annual return

Killowen Primary School

Kool Kidz

Account No: 26626095

Opening Balance at 01/09/22

Bank Reconciliation

Add Lodgements

Less Expenses

Closing Balance at 31/08/23

Balance per Bank Statement 31/08/23

Add outstanding Lodgements

Less Outstanding Cheques

Reconciled Balance at 31/08/23

£ 8,074.10 ✓

£ 12,247.03 ✓

£ 13,065.62 ✓

£ 7,255.51 ✓

£ 7,750.93 ✓

£

223 £ 298.00 ✓

224 £ 160.00 ✓

225 £ 37.42 ✓

£ 495.42 ✓

£ 7,255.51 ✓

I confirm that these accounts are correct.

[Signature]
24/10/2023