

# Portstewart Primary School PTA

Northern Ireland · Charity number 104211

## Details

Known as	PPS PTA
Status	Received
Registered	2015-11-16
Register	<a href="#">View on the Charity Commission for Northern Ireland register</a>

## Contact

Address	47 Cappagh Avenue Portstewart Bt55 7ry BT55 7RY
Phone	07811743077
Email	<a href="mailto:pta@portstewartprimaryschool.co.uk">pta@portstewartprimaryschool.co.uk</a>
Website	<a href="http://www.portstewartprimaryschool.co.uk/">http://www.portstewartprimaryschool.co.uk/</a>

## 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:** Education/training

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

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£8,080	£6,713	£0	0

## Trustees

---

Name	Role	Appointed
Mrs Cheryl Hamilton		
Mrs Holly Hogg		
Mrs Kathryn Rebekah Taylor		
Ms Dympna Linton		

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Accounts

---

**Portstewart Primary School PTA**  
**Financial Accounts 2023-2024**

<b>Opening Balance 01/09/2023</b>	<b>£7,063.74</b>		
<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>
Half Term Disco	£623.59		£623.59
Christmas Disco	£1,476.69		£1,476.69
Summer Fair	£2,748.26		£2,748.26
PTA quiz and Easter Hamper Money	£807.00		£807.00
<b>Additional Fundraising</b>			
Cash for Clothes	£304.00		£304.00
Donation	£61.12		£61.12
Elfridges	£320.00		£320.00
North West 200 Parking	£937.98		£937.98
Easter Raffle	£490.00		£490.00
Label Planet	£28.98		£28.98
SUM UP test	£0.98		£0.98
Car Boot Sale	£281.88		£281.88
<b>Additional Expenses</b>			
Bank Charges		£72.97	-£72.97
Parent Kind		£153.00	-£153.00
Parent Pay			£0.00
Payment for Whiteboard		£5,610.00	-£5,610.00
Transport for Christmas Trips		£878.00	-£878.00
	<b>£8,080.48</b>	<b>£6,713.97</b>	<b>£1,366.51</b>
<b>Closing Balance 31/08/2024</b>	<b>£8,430.25</b>		

**Signed by:**

Dympna Linton (Chairperson)

Cheryl Hamilton (Treasurer)

Kathryn Taylor (Principal)

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Accounts

---

**Portstewart Primary School PTA**  
**Financial Accounts 2022-2023**

**Opening Balance 01/09/2022**                      £    19,159.96

<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>
Used Uniform Sale	£    121.00	£    12.25	£    108.75
Back to School Event	£            -	£    31.55	-£    31.55
Wine/Gin/Vodka Tasting Event	£    510.22	£            -	£    510.22
Christmas Fair - Santa's Snow Globe	£    1,510.31	£    279.27	£    1,231.04
Glow Disco	£    208.52	£            -	£    208.52
Golf Club Quiz Night	£    957.27	£            -	£    957.27
Coronation	£    330.56	£    292.00	£      38.56
School Birthday	£      50.00	£    657.50	-£    607.50

**Additional Fundraising**

Amazon Smile	£    113.49	£            -	£    113.49
Asda Green Tokens	£    500.00	£            -	£    500.00
Cash for Clothes	£    322.85	£            -	£    322.85
Class Fundraising (Cards)	£    530.35	£            -	£    530.35
Donation	£      25.00	£            -	£      25.00
Elfridges	£    311.50	£    18.25	£    293.25
Event Ice Cream Sales	£    405.55	£    287.23	£    118.32
North West 200 Parking	£    983.29	£            -	£    983.29
Stikins	£      2.85	£            -	£      2.85
Tesco Collection	£    261.32	£            -	£    261.32

**Additional Expenses**

AR Quiz Prizes	£            -	£    100.00	-£    100.00
Bank Charges	£            -	£    80.06	-£    80.06
Collins Reading Books	£            -	£ 1,742.55	-£ 1,742.55
Maths Resources	£            -	£ 2,500.00	-£ 2,500.00
P7 leavers lunch	£            -	£    200.00	-£    200.00
Parent Kind	£            -	£    140.00	-£    140.00
Parent Pay	£            -	£    914.04	-£    914.04
PTA Meeting Supplies	£            -	£      8.84	-£      8.84
Transport for Christmas Trips	£            -	£    904.00	-£    904.00

**PTA Projects**

Class 100 Project	£            -	£    984.24	-£    984.24
Outdoor classroom	£            -	£ 10,088.52	-£ 10,088.52

£    7,144.08    £    19,240.30    -£    12,096.22

<b>Closing Balance 31/08/2023</b>	<b>£    7,063.74</b>
-----------------------------------	----------------------

**Signed by:**

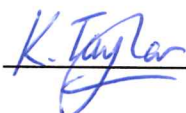
Christine Acheson (Chairperson)



Laurie Witherow (Treasurer)



Kathryn Taylor (Principal)



**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Annual report

---

**Portstewart Primary School PTA**

**Charity Number NIC 104211**

**Annual Report of the Trustees and Financial Statements  
for the year  
ended 31st August 2023**

## **Portstewart Primary School PTA**

### **Legal and Administrative Information**

Portstewart Primary School PTA is a registered Charity which operates, together with teachers and staff, on behalf of the Parents and Guardians of pupils enrolled at Portstewart Primary School.

<b>Governing Document</b>	Constitution
<b>Charity Registration Number</b>	NIC 104211
<b>Administration Address</b>	Portstewart Primary School, Central Avenue, Portstewart, County Londonderry, BT55 7BT
<b>Trustees</b>	Kathryn Taylor (Principal) Christine Acheson (Chair) Laurie Witherow (Treasurer) Dympna Linton (Secretary) Holly Hogg (Social Media Secretary)
<b>Co-opted Members</b>	Colin Tosh Joanna Martin Louise Cullen Stuart Cullen Erin Martin Marc Brown Lindsay Fisher Lauren McAfee Naomi McVeigh Glenn McMurray
<b>Bankers</b>	HSBC plc 20-22 Railway Road, Coleraine BT52 1PD
<b>Independent Examiner</b>	Dr R I Peters Gallagher OBE, Moore (N.I.) LLP

**Portstewart Primary School PTA**  
**Trustees Annual Report - Year Ended 31st August 2023**

The Trustees of the Portstewart Primary School PTA present their report together with the independently examined financial statements of the Charity for the year ending 31st August 2023.

**Structure, Governance and Management**

The PTA, which is both a registered charity and member of PTA UK, is run by a board of 5 trustees, i.e. committee members who hold joint legal responsibility for the actions of the PTA, and include post holders in the positions of Chair, Treasurer, Secretary, Social Media Secretary and School Principal.

Additionally, there are ten co-opted committee members, who actively participate in PTA meetings and activities, but do not hold voting rights.

The Charity's activities are governed by the Constitutional Document approved at the Annual General Meeting.

**Aims and objectives**

The public benefits of this charity are:  
Improved relationships between school and home  
Advancing the education of pupils in the school

We are an active parent teacher association which organises and volunteers at social fundraising events for families and the children of Portstewart Primary School to fund items and services that will directly benefit the pupils and school. We also actively volunteer at and support school activities; such as helping at sports days, open days, summer/Christmas fairs, class field trips and parent information events like internet safety training and P1 parent welcome day. We work together with parents and school staff on any other events or matters to which we can support the school, parents, and pupils of Portstewart Primary School.

**Achievement and Performance**

We started this academic year with a global economic crisis which has affected each and every family within the school. The cost of living was increasing (and still continues to do so) so we as a committee decided that we would keep this to the forefront of our minds when making decisions regarding fundraising. Laurie will run through the details of the accounts after this so I'll not mention figures at this time.

With a large amount of the previous funds already ring fenced or solely fundraised specifically for the outdoor learning area and other commitments such as literacy and mathematics resources we started off the September term by offering each teacher £100 to spend as they wished on items to further enrich their classrooms. This was well received throughout the school and it's been rewarding to see items being used and enjoyed by the kids.

We ran a Cash for Clobber initiative for a month in Oct and there again in May, collecting over 700kg of unwanted clothes and textiles! Not only raising money for our school in a simple way but this also benefits third world countries and our Eco school status!

The PTA hosted a disco for the entire school at half term alongside generous help from Tesco who provided the bulk of snacks FOC.

We ran our annual Wine Tasting evening in October this year and although we were low on numbers we managed to have a successful and enjoyable event.

Moving on to Christmas, the PTA were kept busy with numerous activities before the main event itself - Santa's Snow Globe! The first fully indoor, unrestricted event since Covid was extremely well supported by not only the school community but local businesses who took stalls and contributed to our fundraising efforts.

We also had our second Elfridges event which is much loved by our pupils and well supported by our parents/carers and even an appearance by a North Pole elf!

We ran a small colouring competition with prizes donated from Lidl Portrush.

This year the Christmas cards were ordered online and delivered to the school in bundles. This greatly reduced the manpower required at our end and it was very simple to do from start to finish - especially as we managed to get our designs sent in with lots of time to spare.

In February we were honored to be given a space at Portstewart Golf Club quiz night where we had a brilliant turn out and the night was much enjoyed by all who attended. Again we were blessed by many local businesses who gifted us amazing raffle prizes!

In May applied for and were successfully awarded a grant from CCGBC to honour his Majesty's Coronation. We planted two beautiful white beam trees during the celebration in our outdoor area.

The NW200 was a brilliant day weather wise and we were delighted to raise a significant amount of money running our car parking facility again.

Portstewart Primary School celebrated its 85th birthday in May 2023 and we decided to celebrate in style. We as a PTA decided to host a birthday party for all the children with a range of inflatables, birthday cake and ice cream! The day went down a treat and it was lovely to see every child really enjoy themselves! We also have a lovely article in the Coleraine Chronicle which was put together by Naomi. We had reached out to numerous local businesses in the area for donations and we were pleased that McKenzies Menswear donated towards the event.

That covers the big ticket items this 2022/2023 academic year of fundraising. I will let Laurie go through the rest of the fundraising in her report. It has also been wonderful to see the outdoor classroom area really come to life this Spring. The PTA have also been volunteering and helping round the school as and when required from school trips to Sports day, graduation, P7 show... the list could go on but I know we all love what we do and wouldn't have it any other way.

It may not have been our biggest fundraising year however, with the existing economic climate and a shortage of volunteers we were quite restricted in what we could and could not do this academic year.

I'd like to take this opportunity to thank Mrs Taylor for always making time to attend committee meetings and supporting us in our fundraising endeavours no matter how big or small.

Secondly the committee as a whole needs a thank you for attending meetings, always bringing new ideas and volunteering when the pleas for helpers go out.

I'd like to thank the teaching staff for facilitating the competitions and other bits and pieces the PTA have needed throughout the year. A favourite saying in our home is teamwork makes the dream work! Last but not least I'd also like to thank Dr Peters Gallagher for taking all our outstanding accounts and completing the independent examinations, free of charge and so efficiently.

It's been a year! Well done!

## **Fundraising Activities**

The PTA's principal income stream is from running social events for the children and parents throughout the year.

Further income is raised through voluntary donations, sales of personalized Christmas Cards and fundraising through third parties such as Stickins and Easy fundraising.

The PTA has no investments other than the money deposited in the bank. The funds raised are used to purchase items for the school to support the objectives outlined in the Schools Development Plan.

## **Financial Review**

The receipts and payments account shows the gross income and expenditure for the year.

The PTA had a very successful year. The opening bank balance was £ £19,159.96.

Throughout the year we had several successful events which were well attended and resulted in total income raised of **£7,144.08**. Expenditure totalled **£19,240.30** to leave a closing bank balance of **£7,063.74**.

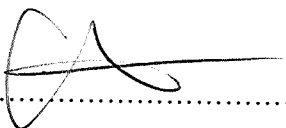
## **Trustees Responsibilities**

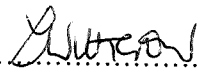
Charity regulations require the Trustees to prepare accounts for each financial year which show the income and expenditure of the Charity in the year.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act (Northern Ireland) 2008. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Portstewart Primary School PTA**  
**Receipts and Payments Account**  
**Year ended 31 August 2023**

<b>Opening Balance 01/09/2022</b>	<b>£ 19,159.96</b>			
<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Surplus/(Deficit)</b>	
Used Uniform Sale	£ 121.00	£ 12.25	£	108.75
Back to School Event	£ -	£ 31.55	-£	31.55
Wine/Gin/Vodka Tasting Event	£ 510.22	£ -	£	510.22
Christmas Fair - Santa's Snow Globe	£ 1,510.31	£ 279.27	£	1,231.04
Glow Disco	£ 208.52	£ -	£	208.52
Golf Club Quiz Night	£ 957.27	£ -	£	957.27
Coronation	£ 330.56	£ 292.00	£	38.56
School Birthday	£ 50.00	£ 657.50	-£	607.50
<b>Additional Fundraising</b>				
Amazon Smile	£ 113.49	£ -	£	113.49
Asda Green Tokens	£ 500.00	£ -	£	500.00
Cash for Clothes	£ 322.85	£ -	£	322.85
Class Fundraising (Cards)	£ 530.35	£ -	£	530.35
Donation	£ 25.00	£ -	£	25.00
Elfridges	£ 311.50	£ 18.25	£	293.25
Event Ice Cream Sales	£ 405.55	£ 287.23	£	118.32
North West 200 Parking	£ 983.29	£ -	£	983.29
Stikins	£ 2.85	£ -	£	2.85
Tesco Collection	£ 261.32	£ -	£	261.32
<b>Additional Expenses</b>				
AR Quiz Prizes	£ -	£ 100.00	-£	100.00
Bank Charges	£ -	£ 80.06	-£	80.06
Collins Reading Books	£ -	£ 1,742.55	-£	1,742.55
Maths Resources	£ -	£ 2,500.00	-£	2,500.00
P7 leavers lunch	£ -	£ 200.00	-£	200.00
Parent Kind	£ -	£ 140.00	-£	140.00
Parent Pay	£ -	£ 914.04	-£	914.04
PTA Meeting Supplies	£ -	£ 8.84	-£	8.84
Transport for Christmas Trips	£ -	£ 904.00	-£	904.00
<b>PTA Projects</b>				
Class 100 Project	£ -	£ 984.24	-£	984.24
Outdoor classroom	£ -	£ 10,088.52	-£	10,088.52
	<b>£ 7,144.08</b>	<b>£ 19,240.30</b>	<b>-£</b>	<b>12,096.22</b>
<b>Closing Balance 31/08/2023</b>	<b>£ 7,063.74</b>			

Signed .....  .....

Signed .....  .....

Chair ..... CACHESON .....

Treasurer ..... LAURE WITHERSON .....

Date ..... 7/11/23 .....

Date ..... 07/11/2023 .....

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Annual return

---

## **Independent Examiners Report to the Trustees of Portstewart Primary School PTA**

I report on the accounts of the charity for the year ended 31 August 2023.

### **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
- follow the procedures laid down in the General Directions given by the Charity Commission for Northern Ireland under section 65(9) 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 a 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 no 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) 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:** Dr R. I. Peters Gallagher OBE, FCA

**Professional Qualification:** Fellow of Chartered Accountants Ireland

**Address:** Waterford House, 32 Lodge Road, Coleraine, BT52 1 NB

**Date:** 7th November 2023

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Accounts

---

**Portstewart Primary School PTA  
Financial Accounts 2021-2022**

<b>Opening Balance 31/08/21</b>			<b>£9,542.69</b>
<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>
Santa & S'more	£468.12	£79.32	£388.80
Elfridges	£333.50	£38.66	£294.84
Wine Tasting Evening	£851.00	£116.44	£734.56
Summer Fair	£7,671.71	£1,328.23	£6,343.48
<b>Total</b>			<b>£7,761.68</b>

**Additional Fundraising**

Tea towels- late banking from 20/21	£266.00		£266.00
Uniform Sale- late banking from 20/21	£221.46		£221.46
Fun day- late banking from 20/21	£133.00		£133.00
Pumpkin Hunt	£111.00	£0.00	£111.00
Christmas cards, mugs, bags etc	£1,655.20	1225.69	£429.51
Christmas raffle	£315.80		£315.80
Portstewart decorations	£765.00	£528.00	£237.00
Non- Uniform day	£129.00		£129.00
North West 200 Parking	£755.50		£755.50
Tesco collection	£238.53		£238.53
Stickins	£18.59		£18.59
Amazon	£73.61		£73.61
Easyfundraising	£18.62		£18.62
Coleraine football shirt	£50.00		£50.00
Card machine test donation	£1.00		£1.00
*Bank correction	£0.30		£0.30
<b>Total</b>			<b>£2,998.92</b>

**Additional Expenses**

Thank you gifts: PTA leavers from 2020-2021 committee	£10.50
Christmas book for each child	£282.85
Lotto Licence fee- Donated by a PTA member	£0.00
Parentkind	£116.00
Bank charges	£91.16
Parentpay charges	£67.88
Sum up machine	£29.98
Sum up machine charges	£4.41
<b>Total</b>	<b>£602.78</b>

**Total amount raised 2021-2022** **£10,157.82**

**School Projects**

AR Prizes	£99.27
Polytunnel	£241.39
P7 Leavers lunch	£199.89
<b>Total</b>	<b><u>£540.55</u></b>

**Closing balance 31/08/22** **£19,159.96**

Bank correction. Chq no 100221 was £0.30 too much. 30p refunded to bank

# PTA Current Financial Commitments

The following amounts have been approved by the 2021-22 PTA committee to be used for Portstewart Primary School as follows:

Item	Amount
Maths scheme	£2,500.00
Play resource membership	£75.00
Polytunnel replacement plastic	£350.00
Outdoor storage for playground	£500.00
Literacy	£257.45 Remaining of £2000 allocated
Fencing for outdoor learning	£2,500.00
Polytunnel supplies	£58.61 Remaining of £300 allocated
<b>Total</b>	<b>£6,241.06</b>

Plus profits from the following events were also agreed to be allocated directly to the outdoor learning project:

Wine tasting evening	£734.56
Summer fair	£6,343.48
Asda green token cheque	£500 (hasn't come in yet)
<b>Total</b>	<b>£7,578.04</b>

**Total** **£13,819.10**

£13,819.10 must be reserved by the new committee in order to honour these commitments.

## Signed

Nicola Nairn (Co-chair)

N. Nairn Date 31/8/22

Rachel Johnston (Co-chair)

R. Johnston Date 31/08/22

Gayle Acheson (Treasurer)

G. Acheson Date 31/8/22

Kathryn Taylor (Principal)

K. Taylor Date 31/08/22

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Annual report

---

**Portstewart Primary School PTA**

**Charity Number NIC 104211**

**Annual Report of the Trustees and Financial Statements  
for the year  
ended 31st August 2022**

## **Portstewart Primary School PTA**

### **Legal and Administrative Information**

Portstewart Primary School PTA is a registered Charity which operates, together with teachers and staff, on behalf of the Parents and Guardians of pupils enrolled at Portstewart Primary School.

<b>Governing Document</b>	Constitution
<b>Charity Registration Number</b>	NIC 104211
<b>Administration Address</b>	Portstewart Primary School, Central Avenue, Portstewart, County Londonderry, BT55 7BT
<b>Trustees</b>	Kathryn Taylor (Principal) Lauren McAfee (Teacher Representative) Nicola Nairn (Chair) Rachel Johnston (Vice Chair) Gayle Acheson (Treasurer) Holly Hogg (Secretary) Dympna Linton Colin Tosh
<b>Co-opted Members</b>	Glenn McMurray Isobel Morrow Priscilla Morrow Suzanne Forbes Lindsay Fisher Christine Acheson Joanna Martin
<b>Bankers</b>	HSBC plc 20-22 Railway Road, Coleraine BT52 1PD
<b>Independent Examiner</b>	Dr R I Peters Gallagher OBE, Moore (N.I.) LLP

**Portstewart Primary School PTA**  
**Trustees Annual Report - Year Ended 31st August 2022**

The Trustees of the Portstewart Primary School PTA present their report together with the independently examined financial statements of the Charity for the year ending 31st August 2022.

**Structure, Governance and Management**

The PTA, which is both a registered charity and member of PTA UK, is run by a board of 10 trustees, i.e. committee members who hold joint legal responsibility for the actions of the PTA, and include post holders in the positions of Chair, Vice Chair, Secretary, and Treasurer.

Additionally, there are six co-opted committee members, who actively participate in PTA meetings and activities, but do not hold voting rights.

The Charity's activities are governed by the Constitutional Document approved at the Annual General Meeting.

**Aims and objectives**

The public benefits of this charity are:  
Improved relationships between school and home  
Advancing the education of pupils in the school

We are an active parent teacher association which organises and volunteers at social fundraising events for families and the children of Portstewart Primary School to fund items and services that will directly benefit the pupils and school. We also actively volunteer at and support school activities; such as helping at sports days, School open days, book fair, class field trips and parent information events like internet safety training and P1 parent welcome day. We work together with parents and school staff on any other events or matters to which we can support the school, parents, and pupils of Portstewart Primary School.

**Achievement and Performance**

After two very difficult years for PTA with COVID preventing our usual activities as restrictions started to lift we were excited to get back to fundraising. As Gayle will outline in her accounts this year has been a very positive one financially.

We decided to focus our Christmas efforts on an outdoor event in line with the restrictions at the time. Each class decorated their own tree, Santa came to the polytunnel to distribute gifts, we provided hot chocolate, s'mores, reindeer food and the children got to place a wish on our wishing tree. The event was run on a donation basis and those who attended all agreed that it was an excellent night and really magical for the children.

Christmas was a very busy time for us as we also ran our usual Christmas card fundraiser, sold Portstewart Christmas decorations and ran a Christmas raffle. A new addition to our Christmas fundraising this year was our Elfridges store for the children to purchase gifts for a family member. After Christmas we hit the ground running with preparations for our summer raffle with an enormous number of prizes gathered by committee. We would like to thank our local businesses who generously donated so many fantastic prizes and all the parents who bought and sold tickets.

This year's NW200 parking was incredibly successful, we think partly due to the good weather but also because COVID had meant that the NW had been cancelled in previous years. We had a record number of cars in the car park and for the first time had to turn people away as we ran out of space!

We were extremely thankful when COVID restrictions lifted and we were able to plan and go ahead with our Summer Fair this year. We felt that the children and school community deserved a spectacular evening and so more than doubled our usual budget for the event. We hired a range of inflatables and brought along a professional face painter for the evening. We had planned to have Tales of the Wild at our event, but COVID threw us one more curve ball and they were unable to attend after catching covid. We were incredibly lucky that North Coast Alpaca was able to attend last minute and really added to the whole event. A huge thank you to Lynas Food Service who donated all the food. The atmosphere and good weather on the night were incredible and everyone had a fantastic evening.

At the beginning of the academic year it was agreed by committee that we would focus our fundraising efforts on the long term project of building an Outdoor Learning Area. As this is a larger project requiring a large amount from PTA we have not spent as much as usual on smaller projects for the school. We have purchased £2k worth of reading books for the school but are still awaiting an invoice for these. We have also agreed to purchase a new numeracy scheme.

Rachel and I have decided to step down from our position as co-chair and from the committee this year. We want to say a special word of thanks to Kathryn for all her support this year; her wisdom, dedication to our school and all the hours spent on PTA events and meetings is greatly appreciated. We would also like to thank everyone who has supported us over the years and wish the next committee a happy and successful coming year.

### **Fundraising Activities**

The PTA's principal income stream is from running social events for the children and parents throughout the year.

Further income is raised through voluntary donations, Christmas Cards and fundraising through Easy fundraising.

The PTA has no investments other than the money deposited in the bank. The funds raised are used to purchase items for the school to support the objectives outlined in the Schools Development Plan.

### **Financial Review**

The receipts and payments account shows the gross income and expenditure for the year.

The PTA had a very successful year. The opening bank balance was £9,543.

Throughout the year we had several successful events which were well attended and resulted in total income raised of £14,075. Expenditure totalled £4,460 to leave a closing bank balance of £19,160.

### **Trustees Responsibilities**

Charity regulations require the Trustees to prepare accounts for each financial year which show the income and expenditure of the Charity in the year.



The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act (Northern Ireland) 2008. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Portstewart Primary School PTA

## Receipts and Payments Account

Year ended 31 August 2022

		2022	2021
<b>Opening Balance 1/09/21</b>		<b>£9,543</b>	£10,956
<b>Income</b>	£		£
<b>Events</b>			
Santa and S'more	468		
Elfridges	334		
Wine tasting evening	851		
Summer Fair	7,672		
<b>Additional Fundraising</b>			
Tea towels	266		
Uniform sale	221		
Fun day	133		
Pumpkin hunt	111		
Christmas trees, mugs, bags etc.	1,655		
Christmas raffle	316		
Portstewart decorations	756		
Non-uniform day	129		
North West 200 parking	756		
Tesco collection	239		
Stickins	19		
Amazon	74		
Easyfundraising	19		
Coleraine football shirt	50		
<b>Total Receipts</b>		<b>14,075</b>	3,723
<b>Expenditure</b>			
Events	1,563		
Christmas cards, mugs, bags etc.	1,226		
Portstewart decorations	528		
Gifts	11		
Christmas books for each child	282		
Parentkind	116		
Parentpay charges	68		
Bank charges/sum up machine	125	<b>(3,919)</b>	(2,991)
<b>Portstewart Primary School Projects</b>		(541)	(2,145)
<b>Total Expenditure</b>		<b>(4,460)</b>	<b>(5,136)</b>
<b>Net Receipts/(Payments)</b>		<b>9,617</b>	(1,413)
<b>Closing bank balance 31/08/22</b>		<b><u>£19,160</u></b>	<b><u>£9,543</u></b>

Signed .....  ..... Signed .....  .....  
Date ..... 8/2/23 ..... Date ..... 9/2/23 .....

**Note:** This document has been signed by the current (2022/23) Chairperson & Treasurer as previous Chair/Trustees were not willing to do so. The trustee list is to the best of our knowledge as per minutes and other documentation reviewed. All other elements have been compiled from the reports of the Chairperson and Treasurer and the financials have been reviewed by an independent examiner (accountant).

**Portstewart Primary School PTA**

Northern Ireland - Charity number 104211

---

# Annual return

---

## Independent Examiners Report to the Trustees of Portstewart Primary School PTA

I report on the accounts of the charity for the year ended 31 August 2022.

### 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
- follow the procedures laid down in the General Directions given by the Charity Commission for Northern Ireland under section 65(9) 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.

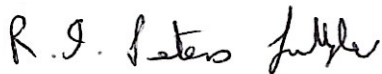
My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included a consideration of any unusual items or disclosures in the accounts and seeking explanations from you as charity trustees concerning any such 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 no 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) 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: Dr R. I. Peters Gallagher OBE, FCA

Professional Qualification: Fellow of Chartered Accountants Ireland

Address: Waterford House, 32 Lodge Road, Coleraine, BT52 1 NB

Date: 24/01 2023