



**St Comgall's PTA Annual Trustee Report
& Financial Statements for Year September 2022-August 2023**

Legal & Administrative Information:	
St Comgall's PTA is a registered charity which operates on behalf of Parents & Carers of Pupils enrolled in the Catholic Maintained St Comgall's Primary School, Bangor, together with its staff.	
Governing Document:	Constitution
Charity Registration No:	NIC 105171
Administration Address:	St Comgall's PS 23 Brunswick Road Bangor BT20 3DS
Trustees:	Mr M McGinley (Principal) Mrs Claire McBrearty (Chair) Mrs Claire Little (Vice – Chair) Mrs Jane Hill (Treasurer) Mrs Maria McAuley (Secretary) Miss Bronagh Carey Mr Sean Ennis
Bankers:	Santander UK PLC 2 Triton Square, Regent's Place London, NW1 3AN
Independent Examiner:	Mrs Maura Young (retired accountant)
The Trustees of St Comgall's PTA present their report together with the independently examined financial statements of the Charity for the year ended 31/08/2023.	
Structure, Governance & Management:	
The charity's activities are governed by a Constitution Document approved by the Annual General Meeting.	
Any parent or carer 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 offer of support. PTA Committee Meetings are promoted via school newsletters, communications, advertised posters etc. Committee posts are filled annually at the AGM and new parents are actively encouraged to stand for election.	
New Committee members are inducted into the workings of the charity and its relationship to the school. Initial meetings describe the work and structure of the charity. Office bearers are provided with guidance and support from the previous incumbent.	
The charity holds regular meetings and sub-committee meetings throughout the year. Sub-committees are often formed to work on specific activities/events and report back to the full	

Committee. The PTA works closely with the school and meetings are attended by the Principal and Staff Members.

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 principal areas of the charity's operations in order to identify risks that could affect 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.

Statement of Purpose:

The objective of the charity is to advance the education of the pupils enrolled at the school.

In furtherance of this objective the charity may:

- Develop more effective relationships between the staff, parents and others associated with the school
- Promote social inclusion and charitable works
- Engage in activities which support the school and advance the education of the pupils
- Provide and assist in the provision of such facilities and resources (not normally catered for by statutory funding) as the committee shall decide appropriate

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

Beneficiaries:

The Trustees have complied with the Duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charities Commission, including public benefit guidance. The primary beneficiaries of the PTA's fundraising are the pupils of St Comgall's Primary School.

Summary of Activities & their benefit:

In 2022/23 the charity raised funds of £4,498 (as outlined in the Accounts) being the total receipts for the year.

All events and activities are listed on the Accounts Document.

Aside from the purely financial benefits, the various activities of the charity helped to build closer relationships between parents/staff/children and the local community.

Money raised was used to:

- Provide a school counsellor (FamilyWorks NI) for the year
- Provide rewards and equipment for sports days and school clubs

In addition, the PTA supported local parish groups and Sacramental events.

Financial Review

The Financial Report for the year is detailed below. The main source of income of the charity is from fundraising activities and donations.

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.

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 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.

Treasurer's Report 2022-2023

*PTA Statement of Accounts: Treasurer's Report 2022-2023

Please find below an outline of the income/expenditure for St Comgall's PTA for financial year 1st September 2022 – 31st August 2023

Funds held at 1st September 2022: £5,886.69

Comprising of: Petty Cash £40.61 Current Account: £5,846.08

<u>Income:</u>	Advertising	£55.00	
	Easyfundraising	£221.95	
	Gift Aid	£368.68	
	Sleepy Hollow donation	£100.00	
	Parental contributions	£1,725.00	
	Halloween disco	£498.71	
	Valentine non uniform	£150.00	
	Sports day food truck donation	£80.00	
	Pre-loved uniform sale	£243.50	
	Quiz night	£851.00	
	Christmas cards	£204.60	
			<u>£4,498.44</u>
			£10,385.13

<u>Expenditure:</u>	School Counsellor	£3,640.00
	Refreshments	£500.47
	Sports day medals	£198.00
	Leavers' goodie bags	£185.30
	PayPal charges	£20.81
	Insurance	£140.00
	Sundries incl. gifts	£411.50
		<u>£5,096.08</u>

Closing Balance Carried Forward to 2023/24 Cash in hand: £ 22.30

Email:



Facebook: St Comgall's PTA

Current A/C: £5,266.75

Total: £5,289.05

These statements represent my best understanding of the receipts/monies/operation of the PTA accounts current and select during the period 1st September 2022 to 31st August 2023.

Jane Hill (Treasurer) 2 October 2023

Trustees Signature(s):

Mr Matt McGinley
Principal

Mrs Claire McBrearty
Chairperson

Mrs Jane Hill
Treasurer

Date: 8 June 2024