

Creavery Parent Teacher Association (PTA)

Northern Ireland · Charity number 108143

Details

Status	Received
Registered	2021-08-17
Register	View on the Charity Commission for Northern Ireland register

Contact

Address	Creavery Primary School 38 Thornhill Road Antrim Bt41 2lh BT41 2LH
Phone	0289446 6915
Email	creaveryprimaryschool@yahoo.co.uk
Website	www.creaveryprimary.co.uk

Activities

Purposes: - To advance the education of pupils - To promote co-operative partnership between the PTA, staff and parents and others associated with the school - To engage in activities, often of a social nature that will provide facilities or equipment that will support the school - To bring together parents, staff and the local community in a social setting to build good relationships - To promote the school

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
2025-08-31	£22,000	£20,953	£0	0

Trustees

Name	Role	Appointed
Mr Cliff Henry		
Mr David Davison		
Mr Martin Mcknight		
Mrs Alison McClure		
Mrs Joanne Davison		
Mrs Judith Brown		
Mrs Lisa Williamson		
Mrs Lynsey Wilson		

Accounts

Creavery Primary School PTA

Charity Treasurer's Report 2024/25

Primary School Parent Teacher Association (PTA)

Introduction

This report provides an overview of the financial activities and status of Creavery Primary School Parent Teacher Association (PTA) for the academic year 2024-2025. It aims to give members and stakeholders a clear understanding of how funds have been raised, managed, and utilised to support the school community.

Summary of Income

The PTA's primary sources of income during the year included fundraising events, donations, and sponsored activities. Below is a breakdown of the main income streams:

- Fundraising Events: quiz night, treasure hunt and wreath making
- Donations: Contributions from parents, local businesses, and community grants
- Merchandise Sales: Christmas cards and school calender
- Other: Easyfundraising, raffles and gift aid claims

Total income for the year amounted to £22,000.19.

Summary of Expenditure

The PTA's expenditure focused on enhancing the educational experience of pupils and supporting school initiatives. Key areas of spending included:

- Curriculum Enrichment: Funding for playground equipment and learning resources
- School Equipment: Purchase of ICT equipment, playground improvements, and classroom supplies
- Events: Subsidising school trips and buses, leavers' gifts, and special assemblies
- Running Costs: Insurance, stationery, and promotional materials

Total expenditure for the year was £20,953.65

Financial Position

At the start of the academic year, the PTA had a balance of £10205.73. After accounting for all income and expenditure, the closing balance as of 30/08/2025 stood at £11,252.27.

All funds are held in the PTA's dedicated bank account, and the accounts have been reconciled and independently examined in accordance with charity regulations.

Charitable Objectives and Impact

The PTA's fundraising efforts have enabled the school to provide additional resources and opportunities for pupils that would not have been possible through the standard school budget. The positive impact on pupils' educational experiences has been widely recognised by staff, parents, and the wider community.

Thank You and Acknowledgements

I would like to extend sincere thanks to all PTA members, volunteers, parents, staff, and local businesses who have contributed their time, effort, and resources throughout the year. Your support is invaluable in helping us achieve our charitable aims.

Conclusion

The PTA remains in a healthy financial position and is well placed to continue supporting the school in the coming year. I recommend that the accounts be formally adopted and look forward to another successful year ahead.

Prepared by:

[Joanne Davison], PTA Treasurer

Date: 30/09/2025

Creavery Parent Teacher Association

Financial Report

For end of Year August 2024

1.0 Charity Commission

Creavery Parent Teacher Association was officially registered with the Charity Commission for Northern Ireland on the 17th August 2021.

PTA members are now Trustees and therefore have responsibilities associated with this role. All members should sign the constitution and provide their details in order to ensure the charity commission can be updated with the details of trustees.

2.0 HRMC registered for Gift Aid and has been requested but has not been received at this date.

The PTA is registered under HMRC as a charity, and it can apply for Gift Aid.

3.0 Financial Review

The income and expenditure for the year are attached below. These will require an independent examination before being uploaded to the Charity Commission website.

4.0 Going Concern

The Trustees have discussed the financial viability for the PTA for the year ahead and continue to look for new ways to raise funds going forward. It is anticipated that the PTA income levels will continue to improve during 2025/26 as the PTA continue to fundraise. Trustees are satisfied that there are adequate funds in place to ensure that the PTA can continue its activities, and the financial statements for the year 31st August 2025 can be signed off as a going concern .

Creavery PTA

Income and Expenditure

Account year ended 31st August 2025

	<u>2024/25</u>	<u>2023/24</u>	<u>Difference</u>	<u>Comment</u>
<u>INCOME</u>				
School Fees	£410.00	£345.00		
After school activities	£384.00	£241.00		
Games Night	£172.00	£157.00		
Wreath making	£300.00			
Xmas Event	£255.00			
School calender	£150.00	£105		
Xmas Raffle	£717.00			
Mothers day Tea	£450.00	£703.00		
Quiz Night	£307.00			
Class fundraising	£127.43 £92.03			
Community Foundation grant	£2500.00			
Community Flexible Grant	£3500.00			
Asda	£200.08			
Charities Trust	£9996.00			
Daera	£1860.65			
Digit	£400.00			
Clothes recycle	£102.00 £77.00			
TOTAL INCOME	£22,000.19	£9513.47		

	<u>2023/24</u>	<u>2022/23</u>	<u>Difference</u>	<u>Comment</u>
EXPENDITURE				
Supplies	£37.95 £57.82			
Xmas supplies	£58.45 £38.58 £74.10			
Licence	£35.00			
Easter supplies	£88.33			
Supplies	£14.18 £5.70			
Afternoon tea	£430.00			
Computers	£6300.00			
Training	£400.00			
Parentkind	£115.00			
Outdoor equipment	£2350.00 £9996.00			
Traansaction Fees	£10.00			
Returned cheques	£97.00			
Active Kids	£540.00			
Bank Fees	£43.14			
Food and Drink	£262.40 cash			
TOTAL	£20953.65	£9145.13		
<u>NET INCOME & EXPENDITURE</u>	£1046.54	£368.34		

2023/2024

2024/2025

£

£

NON CURRENT ASSETS

CURRENT ASSETS

Cash in Bank	10205.73	11,252.27
Less Current Liabilities	-	-
Net Assets	10205.73	11,252.27
Equity	-	-
Reserves	10205.73	11,252.27

Addendum: The total raised for the Car Treasure hunt held in June 25 which was £375.00 was only credited to the Creavery PTA account in October 2025 so will be added to the financial report 2025/26.

Accounts

Creavery Primary School PTA

Charity Treasurer's Report 2023/24

Primary School Parent Teacher Association (PTA)

Introduction

This report provides an overview of the financial activities and status of Creavery Primary School Parent Teacher Association (PTA) for the academic year 2023-2024. It aims to give members and stakeholders a clear understanding of how funds have been raised, managed, and utilised to support the school community.

Summary of Income

The PTA's primary sources of income during the year included fundraising events, donations, and sponsored activities. Below is a breakdown of the main income streams:

- Fundraising Events: breakfast with Santa, school fees, colour run
- Donations: Contributions from parents, local businesses, and community grants
- Merchandise Sales: Christmas cards and school calender
- Other: Easyfundraising, raffles and gift aid claims

Total income for the year amounted to £5260.10.

Summary of Expenditure

The PTA's expenditure focused on enhancing the educational experience of pupils and supporting school initiatives. Key areas of spending included:

- Curriculum Enrichment: Funding for after school clubs and learning resources
- School Equipment: Purchase of ICT equipment, playground improvements, and classroom supplies
- Events: Subsidising school trips and buses, leavers' gifts, and special assemblies
- Running Costs: Insurance, stationery, and promotional materials

Total expenditure for the year was £4965.57.

Financial Position

At the start of the academic year, the PTA had a balance of £9837.39. After accounting for all income and expenditure, the closing balance as of 31/08/2024 stood at £10205.73.

All funds are held in the PTA's dedicated bank account, and the accounts have been reconciled and independently examined in accordance with charity regulations.

Charitable Objectives and Impact

The PTA's fundraising efforts have enabled the school to provide additional resources and opportunities for pupils that would not have been possible through the standard school budget. The positive impact on pupils' educational experiences has been widely recognised by staff, parents, and the wider community.

Thank You and Acknowledgements

I would like to extend sincere thanks to all PTA members, volunteers, parents, staff, and local businesses who have contributed their time, effort, and resources throughout the year. Your support is invaluable in helping us achieve our charitable aims.

Conclusion

The PTA remains in a healthy financial position and is well placed to continue supporting the school in the coming year. I recommend that the accounts be formally adopted and look forward to another successful year ahead.

Prepared by:

[Joanne Davison], PTA Treasurer

Date: 30/09/2024

Creavery Parent Teacher Association

Financial Report

For end of Year August 2024

1.0 Charity Commission

Creavery Parent Teacher Association was officially registered with the Charity Commission for Northern Ireland on the 17th August 2021.

PTA members are now Trustees and therefore have responsibilities associated with this role. All members should sign the constitution and provide their details in order to ensure the charity commission can be updated with the details of trustees.

2.0 HRMC registered for Gift Aid

The PTA is registered under HMRC as a charity, and it can apply for Gift Aid. Two years gift Aid claims are reflected in this year's accounts.

3.0 Financial Review

The income and expenditure for the year are attached below. These will require an independent examination before being uploaded to the Charity Commission website.

4.0 Going Concern

The Trustees have discussed the financial viability for the PTA for the year ahead and continue to look for new ways to raise funds going forward. It is anticipated that the PTA income levels will continue to improve during 2024/25 as the PTA continue to fundraise. Trustees are satisfied that there are adequate funds in place to ensure that the PTA can continue its activities, and the financial statements for the year 31st August 2024 can be signed off as a going concern .

Creavery PTA

Income and Expenditure

Account year ended 31st August 2024

	<u>2023/24</u>	<u>2022/23</u>	<u>Difference</u>	<u>Comment</u>
<u>INCOME</u>				
Breakfast with Santa	£893.45			
School Fees	£345.00	£527.14	-£182.14	
School Calender	£105.00			
Mothers day Tea	£703.00	£832.34	-£129.34	
Sell of desk	£40.00			
Clothes recycle	£241.37			
Donation	£20.00			
Games Night	£157.00			
After school club	£241.00			
Colour run	£1512.60			
Enkalon grant	£500.00			
Gift Aid £541.05	£541.05			
Computers refund	£4214.00			
TOTAL INCOME	£9513.47	£9384.00		

	<u>2023/24</u>	<u>2022/23</u>	<u>Difference</u>	<u>Comment</u>
EXPENDITURE				
Equip for classroom	£120.43			
After School club	£240.00			
Active Kids	£720.00			
School bus	£280.00			
Santa breakfast	£600.00			
Gifts	£43.32			
Supplies	£92.05			
Calenders	£81.98			
Food/Drink	£99.39			
Coach hire	£280.00			
Afternoon tea	£475.00			
Gifts	£29.50			
Easter	£110.18			
Colour run	£330.00			
Pollinator	£165.90			
Rugby tots	£1080.00			
Transport	£120.00			
Food/Drink	£57.82			
Gifts	£40.00			
Bank Fees	£50.56			
Computers	£4020.00			

Parentkind	£109.00			
TOTAL	£9145.13	£5293.37		
<u>NET INCOME & EXPENDITURE</u>	£368.34	£4090.63		

2022/2023

2023/2024

£

£

NON CURRENT ASSETS

CURRENT ASSETS

Cash in Bank	9,837.39	10,205.73
Less Current Liabilities	-	-
Net Assets	<u>9,837.39</u>	<u>10,205.73</u>
Equity	-	-
Reserves	<u>9,837.39</u>	<u>10,205.73</u>

Creavery Parent Teacher Association (PTA)

Northern Ireland - Charity number 108143

Annual report

Creavery Parent Teacher Association

Financial Report

For end of Year August 2024

1.0 Charity Commission

Creavery Parent Teacher Association was officially registered with the Charity Commission for Northern Ireland on the 17th August 2021.

PTA members are now Trustees and therefore have responsibilities associated with this role. All members should sign the constitution and provide their details in order to ensure the charity commission can be updated with the details of trustees.

2.0 HRMC registered for Gift Aid

The PTA is registered under HMRC as a charity, and it can apply for Gift Aid. Two years gift Aid claims are reflected in this year's accounts.

3.0 Financial Review

The income and expenditure for the year are attached below. These will require an independent examination before being uploaded to the Charity Commission website.

4.0 Going Concern

The Trustees have discussed the financial viability for the PTA for the year ahead and continue to look for new ways to raise funds going forward. It is anticipated that the PTA income levels will continue to improve during 2024/25 as the PTA continue to fundraise. Trustees are satisfied that there are adequate funds in place to ensure that the PTA can continue its activities, and the financial statements for the year 31st August 2024 can be signed off as a going concern .

Creavery PTA

Income and Expenditure

Account year ended 31st August 2024

	<u>2023/24</u>	<u>2022/23</u>	<u>Difference</u>	<u>Comment</u>
<u>INCOME</u>				
Breakfast with Santa	£893.45			
School Fees	£345.00	£527.14	-£182.14	
School Calender	£105.00			
Mothers day Tea	£703.00	£832.34	-£129.34	
Sell of desk	£40.00			
Clothes recycle	£241.37			
Donation	£20.00			
Games Night	£157.00			
After school club	£241.00			
Colour run	£1512.60			
Enkalon grant	£500.00			
Gift Aid £541.05	£541.05			
Computers refund	£4214.00			
TOTAL INCOME	£9513.47	£9384.00		

	<u>2023/24</u>	<u>2022/23</u>	<u>Difference</u>	<u>Comment</u>
EXPENDITURE				
Equip for classroom	£120.43			
After School club	£240.00			
Active Kids	£720.00			
School bus	£280.00			
Santa breakfast	£600.00			
Gifts	£43.32			
Supplies	£92.05			
Calenders	£81.98			
Food/Drink	£99.39			
Coach hire	£280.00			
Afternoon tea	£475.00			
Gifts	£29.50			
Easter	£110.18			
Colour run	£330.00			
Pollinator	£165.90			
Rugby tots	£1080.00			
Transport	£120.00			
Food/Drink	£57.82			
Gifts	£40.00			
Bank Fees	£50.56			
Computers	£4020.00			

Parentkind	£109.00			
TOTAL	£9145.13	£5293.37		
<u>NET INCOME & EXPENDITURE</u>	£368.34	£4090.63		

2022/2023

£

2023/2024

£

NON CURRENT ASSETS

CURRENT ASSETS

Cash in Bank	9,837.39	10,205.73
Less Current Liabilities	-	-
Net Assets	<u>9,837.39</u>	<u>10,205.73</u>
Equity	-	-
Reserves	<u>9,837.39</u>	<u>10,205.73</u>

Creavery Parent Teacher Association (PTA)

Northern Ireland - Charity number 108143

Annual return

INDEPENDENT EXAMINER'S REPORT

Creavery Primary School Parent Teacher Association (PTA) Annual Accounts 2023/24
(01/09/2023-31/08/2024)

I have conducted an independent examination of the final accounts for the year ending 2023/24 for Creavery Primary School PTA. Creavery Primary School use the school year for the monitoring period of their accounts. The accounts and financial records including PTA Financial Report, bank analysis, bank statements, cheque book with back up documentation, receipt and lodgement documentation including invoices have been checked and verified by myself.

All the information obtained was considered necessary to verify that the final accounts present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

We have not identified any concerns regarding these accounts. The bank statements fully reconciled against PTA Accounts spreadsheet, invoices, and lodgements. The invoices aligned to the expenditure were all checked to ensure appropriate expenditure for the PTA, no issues arising. The expenditure was checked. All necessary documentation was filed and stored and transactions easily traceable.

The documentation and expenditure match the spend on the bank statement. Information checked included cheque number (where applicable), date, amount, supplier, invoice date and supporting documentation.

The income was checked. The necessary documentation was filed and stored and transactions easily traceable. The documentation and income matched the income on the bank statement. The PTA Financial Report is thorough and detailed, and all transactions meticulously recorded.

I certify that the accompanying final accounts present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year 2023/24.

Furthermore, I have not identified any significant concerns regarding these accounts which remain either unresolved or undeclared in the accounts themselves or this report; there are therefore no major or minor recommendations.

Date: 12/10/2025

Name: (please print): Pauline Nelson

Signature: P Nelson

Status/Position: Independent Treasurer

Contact telephone number: 07731345465

Email: pauline.nelson4@btinternet.com

Accounts

**CREAVERY PARENT TEACHER ASSOCIATION (PTA)
FINANCIAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

1.0 Charity Commission

Creavery Parent Teacher Association was officially registered with the Charity Commission for Northern Ireland on 17 August 2021.

PTA members are now Trustees, and therefore have responsibilities associated with this role. For example: submitting monitoring forms and financial accounts; updating Trustees membership.

All members should sign the constitution and provide their details to ensure the Charity Commission for Northern Ireland can be updated with the details of Trustees.

2.0 HMRC Registered for Gift Aid

The PTA is registered under HMRC as a charity. It can apply for Gift Aid. A claim was made for Gift Aid by the Treasurer on 6 June 2022 to HMRC. The results have not yet been received.

3.0 Financial Review – please discuss and approve in draft.

The income and expenditure account are attached below and draft financial statements. These will require an independent examination and then uploaded to the Charity Commission website.

The overall income increased by £6940.29 during the year when compared to the previous year. This was a result of getting back to normal after Covid-19 restrictions and PTA activities returning to pre pandemic levels.

Expenditure increased by £3930. This year included funding of school buses due to the restricted school budget and cost of living crisis the PTA/school did not want to pass onto parents.

The Income and Expenditure Account is attached, which outlines a profit of £4090 for the financial year to 31 August 2023.

The balance in the bank at the end of the year was £9,837, which is an increase of £4,090 from the prior year balance of £5,747.

4.0 Going Concern - please discuss and agree for disclosure in the Trustees Report.

The Trustees have discussed the financial viability of the PTA for the year ahead and continue to look for new ways to raise funds going forward. It is anticipated that the PTA income levels will continue to improve during 2023/24, as the PTA continues to progress towards the normal fundraising activities, which would have occurred pre pandemic.

Trustees are satisfied that there are adequate funds in place to ensure that the PTA can continue its activities, and the financial statements for the year ended 31 August 2023 can be signed off as a going concern.

Creavery PTA

Income & expenditure

account

year ended 31st August 2023

	2022/23	2021/22	Difference	Comment
INCOME	£	£		
School Fees	527.14	515.00	12.14	around the same
Christmas cards & gifts	132.65	930.50	-797.85	no printing fees-direct
B/fast with Santa	0.00	104.00	-104.00	COVID
Calendars	150.00	195.00	-45.00	ON SALE TOO LATE
Prize squares	634.45		634.45	
Portrait night	0.00	25.00	-25.00	POOR ATTENDANCE
Christmas Wreath	0.00	263.00	-263.00	left it to late to organize
Afternoon tea & raffle	832.34		832.34	COVID
Asda Grant	320.00		320.00	
Easter Teddy raffle	0.00	96.00	-96.00	
Clothes collection	0.00	284.00	-284.00	school took this money
Donation	100.00		100.00	
school fair	2659.65		2659.65	biannual event
sports fundraiser	4027.77		4027.77	
Bank interest	0.00	1.21	-1.21	
misc	0.00	30.00	-30.00	
TOTAL INCOME	9384.00	2443.71	6940.29	
EXPENDITURE				
Food/drink/consumables	155.91	294.23	-138.32	didn't make sleighs etc like prev year
Bank fees	42.74	63.32	-20.58	used cash income to pay receipts etc
printing		767.18	-767.18	direct payment
Donations/Gifts	113.74	100	13.74	baby gifts for teachers/ injury
repairs	73.46	44.99	28.47	mosaic in grounds
Toys/Equip for school	190	21.57	168.43	tricycle
insurance	100	72	28	ins increased across board
school buses	700	0	700	decrease in school budget
craft etc for events	380.93	0	380.93	decrease in school budget
afternoon tea & raffle	687.34	0	687.34	hotel costs
Asda grant	124.8		124.80	dinners for children
sports fundraiser	1744.35		1744.35	a/school club for 23/24
school fair	980.1	0	980.1	bbq food
TOTAL EXPENDITURE	5293.37	1363.29	3930.08	
NET INCOME & EXPENDITURE	4090.63	1080.42	3010.21	

	2022/2023	2021/2022
	£	£
Non Current Assets	-	-
Current Assets		
Cash in Bank	9,837.39	4,666.34
Less Current Liabilities	-	-
Net Assets	<u>9,837.39</u>	<u>4,666.34</u>
Equity:		
Reserves	<u>9,837.39</u>	<u>4,666.34</u>

Annual report

Creavery Parent Teacher Association



**Trustees' Annual Report, Statement of Receipts
and Payments, and Assets and Liabilities
Audited**

For the year ended 31 August 2023

Charities Number: NIC 108143

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References and Administrative Details

Charity Name: Creavery Parent Teacher Association
Charity Registration Number: NIC 108143
Contact Address: 38 Thornhill Road
Antrim
BT41 2LH

Trustees

Trustees are appointed each year through the Annual General Meeting (AGM). The previous Trustees are dissolved, and new Trustees appointed. The following were the Trustees during the year:

Ms L Moody - vacated October 2022	Mr M McKnight - appointed October 2022
Mr McMaster - appointed October 2022	Mr M Taylor
Ms J Brown	Ms L Duddy
Mr C Henry	Ms J McKee
Ms A McClure	Ms L Wilson
Ms V Watt - Vacated October 2022	Mrs L Williamson - appointed October 2022
Ms R McDowell - vacated October 2022	Ms E McCrubb - appointed October 2022
Mr D Davidson	Ms S Maude - appointed October 2022
Mr C Urquhart - vacated October 2022	Ms S McCullough - appointed October 2022

Principal Office-Bearers:

President	Mr McMaster
Vice President	Mrs J Brown
Chair	Ms J McKee
Hon. Treasurer	Mrs Williamson
Hon. Secretary	Mrs A McClure

Independent Examiner:

These accounts are below the threshold for the requirement of an audit. The accounts have been independently examined as they are under the threshold of £250,000. The examination was

undertaken by:

Paul Fleming
7A Tobergill Rd
Parkgate
BT39 0DT

Bankers:

Danske Bank
1-2 Broadway
Ballymena
BT43 6EA

Trustees Annual Report for the year ended 31 August 2023

The Trustees present the Annual Report; Receipts and Payments; and Statement of Assets and Liabilities for Creavery Parent Teacher Association (PTA) for the year ended 31 August 2023

Objectives and Activities

The PTA fundraises by organising social events for the pupils, their families and the local community. They help plan and carry out fun activities for the pupils. They can apply for grants to help with specific projects. The charitable purposes include:

- ☐ To advance the education of pupils;
- ☐ To promote co-operative partnership between the PTA, staff and parents and others associated with the school;
- ☐ To engage in activities, often of a social nature that will provide facilities or equipment that will support the school;
- ☐ To bring together parents, staff and the local community in a social setting to build good relationships; and
- ☐ To promote the school.

To achieve the charitable purposes, the Trustees have the power to:

- ☐ Raise funds, receive grants and donations;
- ☐ Apply funds to carry out the work of the charity;
- ☐ Co-operate with and support other charities with similar purposes; and
- ☐ Do anything which is lawful and necessary to achieve the charity's purposes.

Achievements, Performance

During the year ten meetings were held and the average attendance was 65%. Meetings took place to discuss fundraising events for the educational benefit of pupils in Creavery Primary School. The PTA considered resuming activities which had stopped because of the Covid pandemic. We acknowledge the hard work and effort put in by many to raise funds through out the year and would like to take this opportunity to thank all involved.

General Data Protection Regulation (GDPR)

The Trustees aim to adhere to GDPR.

Public Benefit

The benefits flowing from the PTA are that it enhances the children's education. This is done by being able to provide resources that the school needs such as reading books which they would not otherwise be able to purchase. The PTA enhances the relationship between school and home by providing opportunities for parents and the teachers to meet in an informal environment. By planning social activities this gives parents and children the chance to come together and socialise while the children have fun. It also gives the school a chance to show the community what they do at the school.

The benefits can be shown in the items purchased for the school. This could be resources for a classroom or a shed for storage or some ICT equipment. There is no harm flowing from any of the purposes. The beneficiaries are the pupils who attend the school as their education is enhanced by the purchasing of resources that help their education. Parents also benefit as they are given the opportunity to get involved in their children's school. There is no private benefit flowing from any of the purposes.

The Trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the actives entered into during the year have helped to achieve the PTA's objectives and activities, as well as providing public benefit.

Financial Review

The overall income increased by £6940.29 during the year when compared to the previous year. This was a result of the continuation of Covid-19 restrictions and PTA activities returning to pre pandemic levels.

Expenditure increased by £3930. The current year had additional expenses due to spending some of the sports fund money for afterschool clubs and sports equipment, holding the school fair for the first time since pre pandemic.

The Income and Expenditure Account shows a profit of £4090.63 for the financial year to 31 August 2023.

The balance in the bank at the end of the year was £9837.39, which is an increase of £4090.63 from the prior year balance of £5746.76.

The Honorary Treasurers manage the Finances and report back to the Trustees. The Trustees oversee the PTA finances and the allocation of all monies.

Going Concern

The Trustees have discussed the financial viability of the PTA for the year ahead and continue to look for new ways to raise funds, this should include events and grants. It is anticipated that the PTA income levels will probably stay the same or drop slightly due to a large fundraising amount being matched by Sport NI and also, we held the School fair this year which is a good income but it is a biannual event.

Trustees are satisfied that there are adequate funds in place to ensure that the PTA can continue its activities, and the financial statements for the year ended 31 August 2023 can be signed off as a going concern.

Structure, Governance and Management

Governing Document and Constitution of the PTA

The governing document is the PTA Constitution, which sets out that Creavery PTA was formed on 8th December 1981. The Constitution was amended by the Board of Governors at a meeting on Tuesday 14th September 2004, and more recently on 17 May 2021.

After the AGM and before the first meeting, the Trustees shall agree to abide by the Constitution, by signing a copy of the Constitution that shall be held by the President.

On the 17 August 2021, the PTA was formally accepted and registered with the Charity Commission for Northern Ireland. The PTA Committee Members are the Charity Trustees.

Recruitment and Appointment of PTA Committee (Trustees)

Membership is open to all teachers and parents/guardians whose children are enrolled in Creavery Primary School.

An election to appoint office bearers shall take place each year at the AGM. Each eligible member present at the AGM shall have a right to one vote. There must be at least three members present at the AGM for decisions to be made.

Members must elect between three and ten Trustees to serve for the next year. The Trustees must retire at the next AGM but stand for re-election. Once accepted by the Trustees, membership lasts for one year and may be renewed.

Organisational Structure

The Trustees are responsible for the day-to-day management of the PTA. The Office Bearers shall be the following roles elected at the AGM:

- I. President – the Principal of the School;
- II. Vice President – a teacher representative;
- III. Chairperson;
- IV. Secretary; and
- V. Treasurer;

The Trustees shall consist of the above-mentioned Office Bearers together with a minimum of three other parents or teachers elected at the AGM.

A Trustee may not appoint anyone to act on his or her behalf at a meeting of the Trustees.

Management

Trustees must hold at least four meetings each year. At their first meeting after the AGM, they will elect a Chair, Treasurer and Secretary. Trustees may act by majority decision.

A meeting of the Trustees may be held either in person at Creavery Primary School or by suitable alternative means agreed by the Trustees in which all participants may communicate simultaneously with all other participants.

In the absence of the Chairperson the meeting shall be conducted by the Vice-Chairperson. In the event of the Chairperson becoming vacant by reason of the Chairperson's resignation or ceasing to be a member of the PTA, the Vice-Chairperson shall resume the office until the next AGM. In the event of the Secretary or Treasurer resigning or ceasing to be a member of the PTA, the Trustees will appoint a person to take over until the next AGM.

At least three Trustees must be present at the meeting to be able to take decisions and minutes shall be kept of all meetings. Written resolutions are permitted but must adhere to the requirements stated in section 9 the constitution.

Money and property must only be used for the charity's purposes. Trustees must keep accounts with the most recent annual accounts available to be seen by anybody on request.

Pay and Remuneration

There is no pay or remunerations. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses, unless permitted by law.

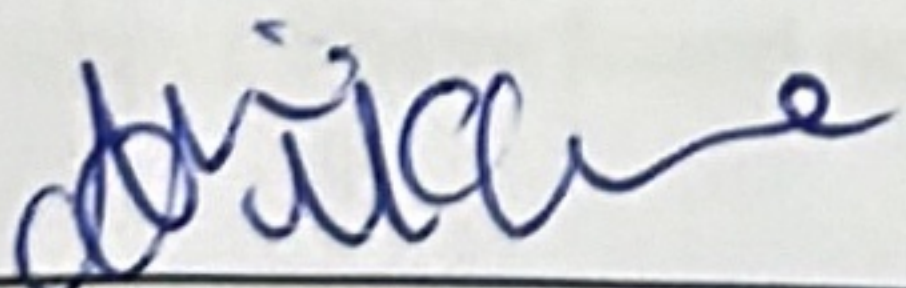
Statement of Trustees' Responsibilities

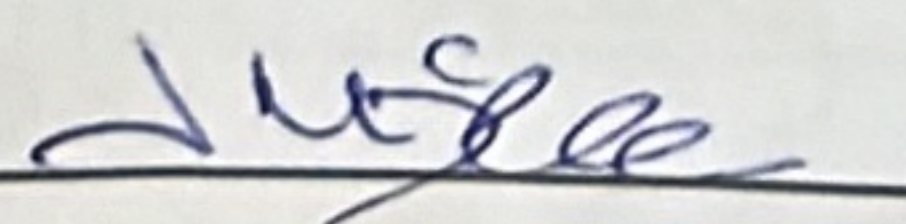
The Trustees are responsible for preparing the Trustees' Report and the Statement of Receipts and Payments and Statement of Assets and Liabilities in accordance with applicable law and regulations.

The law applicable to charities in Northern Ireland with Income of less than £250,000 requires the Trustees to prepare a Statement of Receipts and Payments and a Statement of Assets and Liabilities for each financial year.

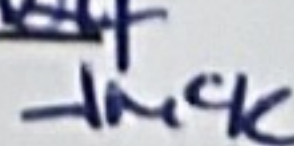
The Trustees are responsible for keeping accounting records that are sufficient to show and explain the PTA's transactions and disclose with reasonable accuracy at any time the assets and liabilities. They are also responsible for safeguarding the assets of the PTA and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees


Trustee


Trustee

17th May 2024
Date

20th May 2024
Date 

Independent Examiner's Report to the Charity Trustees of Creavery Primary School Parent Teacher Association Parish Church, Connor

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 8 to 12.

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 Commission under section 65(9)(b) of the Charities Act; and
- 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; and
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.

Paul Fleming
Name
Qualification F.C.C.A .

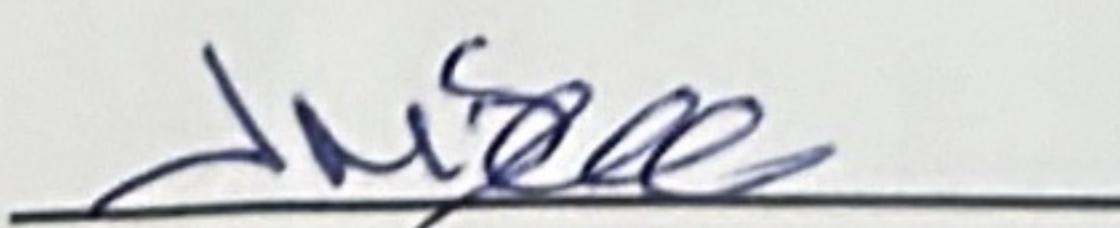
20/06/2024
Date

Receipts and Payments Account

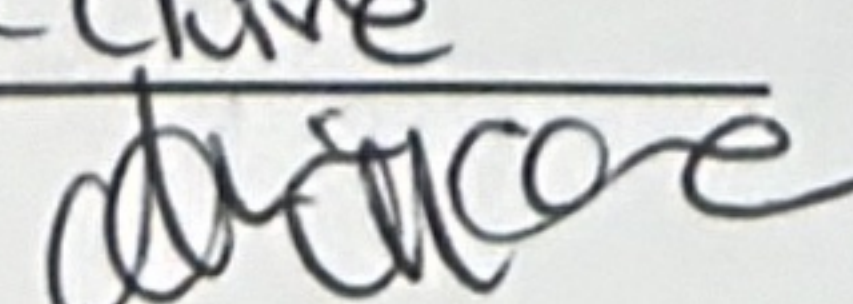
	Notes	2022/23 Unrestricted Funds £	2022/23 Restricted Funds £	2022/23 Total Funds £	2021/22 Total Funds £
Receipts					
School fees	2	527.14	0	527.14	515
Fundraising activities	3	8856.86	0	8856.86	1898
Other miscellaneous	4	0	0	0	31
TOTAL RECEIPTS		9384	0	9384	2444
Payments					
Food/drinks/consumables	5	156	0	156	294
Repairs/maintenance	6	73	0	73	67
Donation/gifts		114	0	114	100
printing		0	0	0	767
Toys/Equipment for school		190	0	190	0
Insurance		100	0	100	72
School buses		700	0	700	0
craft for school events		381	0	381	0
a/noon tea		687	0	687	0
Asda grant		125	0	125	0
sports fundraiser		1744	0	1744	0
school fair		980	0	980	0
miscellaneous		43	0	43	63
Total payments		5293	0	5293	1363
Net of receipts/(payments)		4091	0	4091	1081
Transfer between funds		0	0	0	0
cash funds last year end		5747	0	5747	4666
cash funds this year end		9838	0	9838	5747

For the Year Ended 31 August 2023

Signed on Behalf of the Trustees:


Trustee

20th May 2024
Date

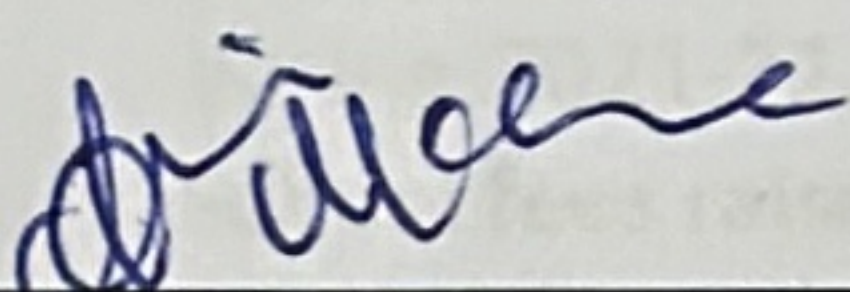
A McClure
Trustee 

17th May 2024
Date

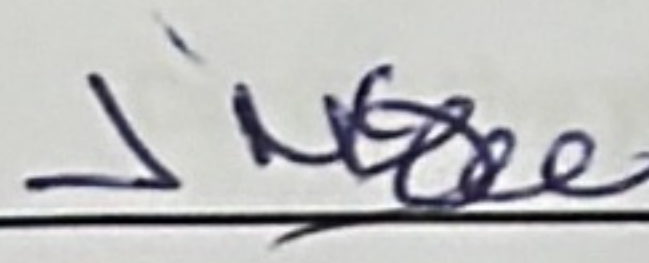
**Statement of Assets & Liabilities
as at 31st August 2023**

Details	Notes	2022/23 Unrestricted Funds £	2022/23 Restricted Funds £	2022/23 Total Funds £	2021/22 Total Funds £
Current account	10	9838	0	9838	5747
Deposit account	10	0	0	0	0
Total Cash Funds		9838	0	9838	5747
Reserves	10	9838	0	9838	5747
		9838	0	9838	5747

On Behalf of the Trustees:


Trustee

17th May 2024
Date


Trustee

20th May 2024
Date

Notes to the Financial Statements For the Year Ended 31 August 2023

1. Accounting policies

Set out below are the principal accounting policies which have been adopted in the compilation of the Receipts and Payments Account and the Statement of Assets and Liabilities.

(a) Receipts and Payments Account

All items of income and expenditure included within the Receipts and Payments Account have been accounted for on a cash receipts basis.

(b) Statement of Assets and Liabilities

The Trustees have agreed that only assets over £5,000 will be recognised in the Statement of Assets and Liabilities under non-current assets.

(c) Restricted and Unrestricted Funds

There are currently no restricted funds.

2. School Fees

School fees are a voluntary arrangement with parents/guardians of Creavery Primary School. The fees historically were £15 for one child or £20 for a family. An increase was applied during 2021-22 for family membership to £25. 2022/23 we kept the school fees the same. School fees raised during 2022/23 were £527.14(2021/22: £515).

3. Fundraising

During the year, a variety of fundraising activities occurred which included:

	2022/23	2021/22
	£	£
Christmas cards/gifts	133	931
Clothes collection	-	284
wreath Making	-	263
Calendars	150	195
Easter Raffle		96
Breakfast with Santa		104
Portrait		25
Summer Fayre	1680	-
Sports Fundraiser	2284	-
Afternoon Tea & Raffle	145	-
Christmas Prize Squares	634	-
	5026	1898

4. Other Income

Other income was as follows:

	2022/23	2021/22
	£	£
Bank interest	-	1
Misc	-	30
	<u>0</u>	<u>31</u>

5. Repairs and Maintenance

Repairs and maintenance consisted of the following:

	2022/23	2021/22
	£	£
Equipment for School	196	22
Equipment for PTA	-	45
Repairs	106	-
	<u>302</u>	<u>67</u>

6. Donations/Gifts

The following donations and gifts were made during the year:

	2022/23	2021/22
	£	£
Donations to Others	113	100
	<u>113</u>	<u>100</u>

7. Independent Examiners Costs

The independent examiner is not reimbursed for their work associated with the financial statements.

8. Non-Current Assets

Refer to note 1 for non-current assets disclosure.

9. Liabilities

There are no liabilities recorded, as the accounts have been prepared on a receipts and payments basis.

10. Movement in Funds

	At 1 Sept 2022	Incoming Resources	Outgoing Resources	At 31 Aug 2023
Restricted Funds	-	-	-	-
Unrestricted Funds				
General	5747	5847	1757	9837
	5747	5847	1757	9837
	5747	5847	1757	9837

Purposes of Restricted Funds:

There are currently no restricted funds held by the PTA

Purposes of General Fund:

These are unrestricted funds, used for the day-to-day fund raising and cost activities relating to the PTA.

11. Related Party Transactions

Trustees may be reimbursed for out-of-pocket expenses in respect of minor costs incurred on behalf of Creavery Parent Teacher Association e.g. purchase of books, toys. No Trustee or a person related to a Trustee had any personal interest in any contract or transaction entered into by the charity during the year.

Creavery Parent Teacher Association (PTA)

Northern Ireland - Charity number 108143

Annual return

Independent Examiner's Report to the Charity Trustees of Creavery Primary School Parent Teacher Association Parish Church, Connor

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Paul Fleming
Name
Qualification F.C.C.A .

20/06/2024
Date