

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.

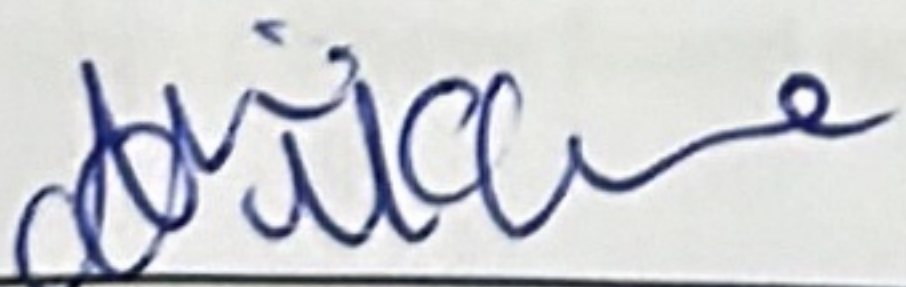
Statement of Trustees' Responsibilities

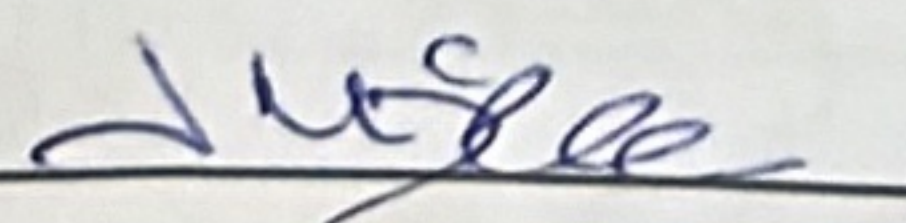
The Trustees are responsible for preparing the Trustees' Report and the Statement of Receipts and Payments and Statement of Assets and Liabilities in accordance with applicable law and regulations.

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.

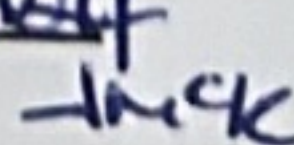
The Trustees are responsible for keeping accounting records that are sufficient to show and explain the PTA's transactions and disclose with reasonable accuracy at any time the assets and liabilities. They are also responsible for safeguarding the assets of the PTA and hence for taking reasonable steps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

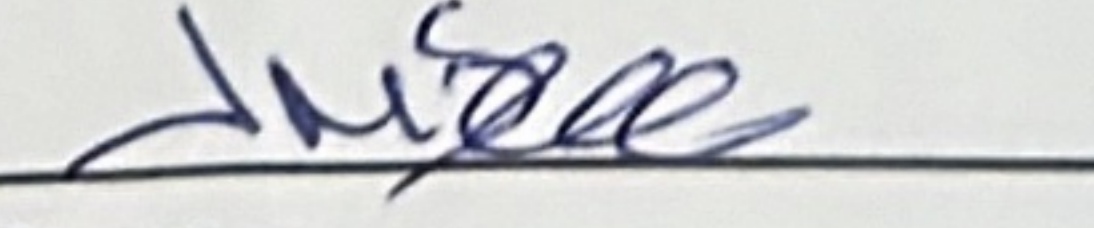
20/06/2024
Date

Receipts and Payments Account

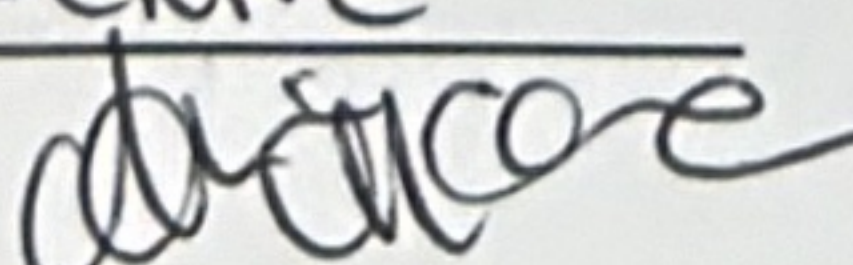
	Notes	2022/23 Unrestricted Funds £	2022/23 Restricted Funds £	2022/23 Total Funds £	2021/22 Total Funds £
Receipts					
School fees	2	527.14	0	527.14	515
Fundraising activities	3	8856.86	0	8856.86	1898
Other miscellaneous	4	0	0	0	31
TOTAL RECEIPTS		9384	0	9384	2444
Payments					
Food/drinks/consumables	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

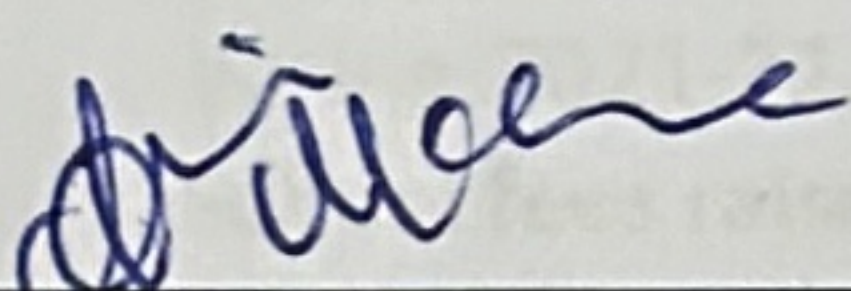
A McClure
Trustee 

17th May 2024
Date

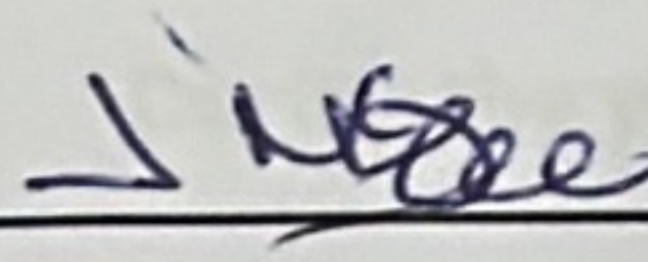
**Statement of Assets & Liabilities
as at 31st August 2023**

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.