



**PRIORSFORD PRIMARY SCHOOL PTA (SCIO)**  
**Trustees' Annual Report and Financial Statements**  
**For the year ended 31 August 2024**  
**Scottish Charity No. SC047466**



## Trustees' Annual Report

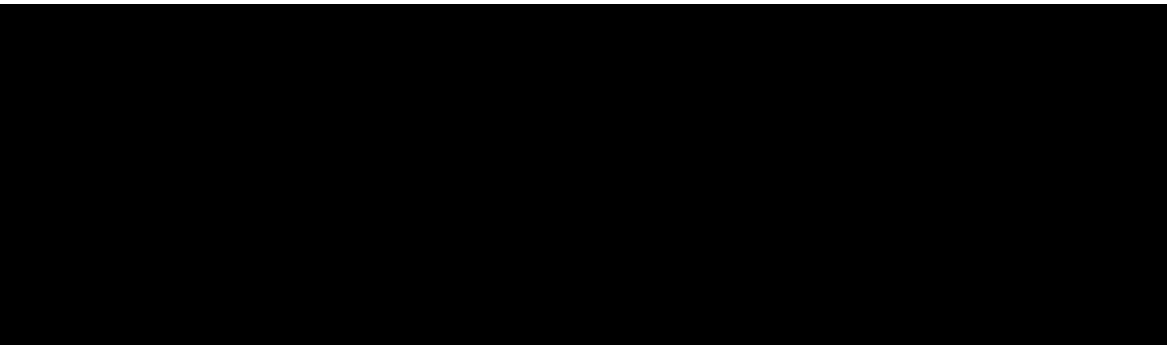
### For the year ended 31st August 2024

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31st August 2024.

### Reference and Administrative Information

**Charity name** Priorsford Primary School PTA

**SCIO Charity no** SC047466



### Structure, Governance and Management

#### Constitution

Priorsford Primary School PTA is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in its current legal form on 31st May 2017. The charity was previously an unincorporated association but changed its legal form to a SCIO with the assets being transferred on the 1st June 2017. It has a single tier structure and as such the trustees are the members of the charity.

#### Appointment of trustees

The management committee, which meets a minimum of four times per year, are the charity's trustees. The trustees shall be responsible for appointing or reappointing trustees. There shall be between five and seven trustees. The term of office of each trustee shall be one year, with the possibility of re-appointment.

Appointment as a trustee shall be by invitation of nominations from the current trustees/wider committee and be limited to parents/carers of children enrolled in and teachers working in Priorsford Primary School. All nominations will require to be seconded prior to appointment. In the event of a tie, the trustees will be required to vote. The trustees shall periodically appoint, or reappoint a chair, a vice-chair, a treasurer and a secretary from within their number. Trustees are elected at the annual general meeting which is held in September.



## Objectives and Activities

### Charitable purposes

The purpose of the Association shall be to promote the advancement of education in Priorsford Primary School, Peebles, by:

- Ensuring and enabling close co-operation and communication between parents and teachers, including the school's Parent Council.
- Studying and discussing matters of mutual interest relating to the education and welfare of pupils.
- Engaging in activities which support and advance the education of pupils attending the school.

### Activities

The charity organises a range of activities as part of its fundraising calendar:

- Halloween Disco
- Spring Disco
- Christmas Fayre
- Summer Fayre
- Quarterly Lottery Draw
- Christmas Cards
- Class Tea Towels

All activities are planned and executed by members of the PTA, with additional help from parents where available. The work of the PTA allows the advancement of education by purchasing equipment that the school would otherwise not be able to afford, for example interactive smartboards, outdoor learning areas and playground equipment. It also subsidises visits from music, literary and theatre groups, as well as covering the costs of the school library system and mathematics software and hosting charges for the school website.

### Achievements and Performance

Fundraising initiatives continued to operate fully with all of the usual annual events going ahead in 2023/24. The PPS PTA Lottery continued to run but is experiencing dwindling membership therefore the committee continues to monitor this closely on a quarterly basis to ensure we maintain the minimum numbers required. Previous Employee Matched Funding connections have ceased and is an area to push in the future.

The existing committee were able to continue in their roles into 2023/24. Following the retirement of the previous headteacher, Sandra Macgregor (June 2023) and the deputy head acting up as interim headteacher, we were pleased to welcome a new headteacher, Susan Woodyer, to the group mid-academic year in January 2024. Her ideas, enthusiasm and support are greatly valued and appreciated.



## **Financial Review**

The main source of funding this year was from the Christmas Fayre and Summer Fayre. Due to the change of school headteacher, including several months under interim leadership by the deputy headteacher, the school's ask of PTA funding was very much diminished. The only purchases during this period were sports day fruit and sensory circuit resources.

The PTA are thankful to the Peebles Round Table for approving grant funding to provide lighting equipment for a new sensory room in the school.

## **Reserves policy**

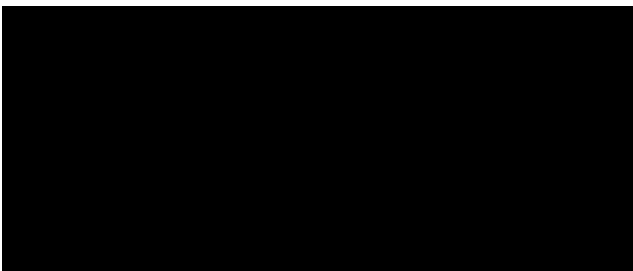
No Reserve Fund was established during this accounting period.

## **Plans for future period**

Two existing co-chairs remain in place to support a new deputy-chair in 2024/25. We are excited for the year ahead with the new headteacher now settled in post and the PTA bringing new ideas and approaches to support fundraising efforts going forward. A particular focus will be encouraging new volunteers to get involved in supporting events through smaller working groups of parents with committee oversight.

With regards to committed spend, the PTA will be working with the new headteacher to understand funding priorities but expect to support the school with standing annual subscriptions, activities and equipment meantime.

Approved by the Trustees and signed on their behalf by





### Statement of Receipts and Payments for the year ended 31st August 2024

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
<b>Receipts</b>				
Donations	£140	£0	£140	£7,510
Grants	£838	£0	£838	£0
Fundraising	£17,018	£0	£17,018	£19,982
Bank Interest	£311	£0	£311	£161
Gift Aid	£0	£0	£0	£34
Charitable Activities	£0	£0	£0	£0
<b>Total Receipts</b>	<b>£18,307</b>	<b>£0</b>	<b>£18,307</b>	<b>£27,687</b>

<b>Payments</b>				
Fundraising Expenses	£7,724	£0	£7,724	£7,758
Charitable Activities	£36	£0	£36	£4,548
Governance	£0	£0	£0	£0
Equipment	£242	£0	£242	£11,201
<b>Total Payments</b>	<b>£8,002</b>	<b>£0</b>	<b>£8,002</b>	<b>£23,506</b>

Surplus/(Deficit)	£10,305	£0	£10,305	£4,181
Transfers between funds	£0	£0	£0	£0
<b>Total Surplus/(Deficit)</b>	<b>£10,305</b>	<b>£0</b>	<b>£10,305</b>	<b>£4,181</b>

### Statement of Balances - as at 31st August 2024

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
Opening cash in bank/hand	£18,537	£0	£18,537	£14,356
Surplus/(Deficit)	£10,305	£0	£10,305	£4,181
<b>Closing cash in bank/hand</b>	<b>£28,842</b>	<b>£0</b>	<b>£28,842</b>	<b>£18,537</b>

<b>Bank &amp; Cash balances</b>				
Current Account	£28,842	£0	£28,842	£18,537
<b>Total</b>	<b>£28,842</b>	<b>£0</b>	<b>£28,842</b>	<b>£18,537</b>

<b>Other assets – unrestricted funds</b>				
None	£0	£0	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

<b>Liabilities</b>				
None	£0	£0	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>



## Notes to the accounts - for the year ended 31st August 2024

### 1. Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the organisation. Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. No restricted funds during the year 2023/24.

### 3. Related party transactions

No related party transactions made

### 4. Donations

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
Matched Funding	£0	£0	£0	£4,150
Peebles Auction House	£100	£0	£100	£1,100
	£40	£0	£40	£100
	£0	£0	£0	£2,050
Peebles Makers' Market	£0	£0	£0	£100
Car Boot Sale	£0	£0	£0	£10
Tax recovered under Gift Aid	£0	£0	£0	£34
<b>Total Donations</b>	<b>£140</b>	<b>£0</b>	<b>£140</b>	<b>£7,544</b>

### 5. Grants received

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
Peebles Round Table	£838	£0	£838	£0
<b>Total Grants Received</b>	<b>£838</b>	<b>£0</b>	<b>£838</b>	<b>£0</b>



## 6. Cost of Charitable Activities

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
Christmas Party	£0	£0	£0	£117
Christmas Pantomime/Film	£0	£0	£0	£1,799
Fischy Music Production	£0	£0	£0	£740
Read-a-licious Festival	£0	£0	£0	£0
P7 Leaver's Gifts	£0	£0	£0	£333
Sports Day Fruit	£36	£0	£36	£66
Scottish Book Trust Author Visits	£0	£0	£0	£1,125
Matific/Mathletics Licence	£0	£0	£0	£0
50 <sup>th</sup> Birthday Artwork	£0	£0	£0	£367
<b>Total Cost of Charitable Activities</b>	<b>£36</b>	<b>£0</b>	<b>£36</b>	<b>£4,548</b>

## 7. Fundraising Event Income

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
Car Boot Sale	£0	£0	£0	£440
Discos	£1,026	£0	£1,026	£1,312
Christmas Fayre	£4,349	£0	£4,349	£5,722
Christmas Cards	£627	£0	£627	£480
Tea Towels	£357	£0	£357	£550
Bingo	£0	£0	£0	£10
Summer Fayre	£2,500	£0	£2,500	£2,550
BBQs	£0	£0	£0	-£82
Teas & Coffees	£0	£0	£0	£5
Easy Fundraising	£33	£0	£33	£88
Miscellaneous	-£71	£0	-£71	-£145
Amazon Smile	£0	£0	£0	£287
Label Planet/Stikins	£65	£0	£65	£91
Lottery	£408	£0	£408	£917
<b>Total Fundraising Event Income</b>	<b>£9,294</b>	<b>£0</b>	<b>£9,294</b>	<b>£12,225</b>

## 8. Governance Costs

	Unrestricted funds	Restricted funds	Year ended 31/08/24	Year ended 31/08/23
	£0	£0	£0	£0
<b>Total Governance Costs</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

## 9. Transfers between funds

No transfer of funds to report.



## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signatures	
Full Names	
Positions	
Date	





## **Independent Examiner's Report to the Trustees of Priorsford Primary School PTA (SCIO)**

I report on the accounts for the year ended 31 August 2024.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

- to prepare accounts which accord with the accounting records and to comply with Regulation 9 of the 2006 Accounts Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

