



Newton Poppleford School Association (PTFA)

Newton Poppleford School, School Lane, Newton Poppleford, Sidmouth, Devon EX10 0EL

Register Charity N^o: **1015155**

Newton Poppleford School Association: End of Year Financial Report

Treasurer's Report to the AGM

Thursday 17th October 2024

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Introduction

This document provides a summary of the Newton Poppleford School Association (PTFA) accounts for the year ending 31st August 2024.

Devon schools receive, on average, approximately £300 per child less Government funding than schools in other regions of the country and rural schools such as ours receive even less. Therefore, a vital role of the PTFA is to provide additional funding to enable our children to have the same experiences as other children throughout the country.

The PTFA committee take the role of fund-raising and management of these funds extremely seriously and are ever mindful of reducing expenses incurred whilst maintaining quality of goods and services and ensuring Teaching Staff have access to funding for school trips and events relevant to the curriculum plus any additional resources required.

This report aims to highlight not only the funds raised but also any achieved reductions in operational expenses.

Opening Summary

The PTFA Current Account opening balance for 2023/24 was **£24,739.03** which was the result of great fund-raising year in 2022/23 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2023/24 year the Current Account stands at **£26,717.64**.

In previous years the report has also included details of the Deposit Account, however since changing banks from HSBC to Lloyds Bank in 2022, the PTFA account no longer includes this facility, so all funds will be reported within the Current Account.

This results in total End-of-Year funds on 31st August 2024 of **£26,717.64**.

Seeing a balance increase is always encouraging, but to give an idea of the work involved, this year the PTFA generated a total of **£12,441.33** income with an outgoing of **£10,702.72** in the form of expenses and funding to the school, resulting in an annual fund increase of **£1,978.61**, whilst investing an incredible **£7,561.66** in equipment for the school and experiences for the children.

As a Registered Charity, the PTFA is required to report annual financial return to the Charity Commission.

The figures submitted to the Charity Commission for our 2023/24 return do, however, report a higher income due to an oversight relating to withdrawal and deposit of cash for event floats.

The figures reported to the Charity Commission for the PTFA 2023/24 financial period are:

Total income	£	14,331
Total Spending		10,802

Since this is significantly below the £25,000 threshold for further financial examination and does not affect the requirements for reporting to Charity Commission, it is sufficient to note the discrepancy in this report.



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PTFA Fundraising Events

During the year, several events were organised or supported by the PTFA a breakdown of which follows:

Bonfire Night BBQ

Total income	£	1,186.67
Expenses		(517.57)
Parish Council Fees		<u>(150.00)</u>
Profit		519.10

Great collaboration with PTFA BBQ supporting the Parish Council bonfire night was a great success!

Christmas Cards

Total income	£	315.32
Expenses		<u>(0.00)</u>
Profit		315.32

Providing materials and resources for children to create Christmas Cards which were sold through the SchoolComm Portal

Xmas Fair

Total income	£	1,568.72
Expenses		<u>(471.00)</u>
Profit		1,097.72

Easter Events

(Several events over the Easter period including Easter Egg Hunt, etc)

Total income	£	728.20
Expenses		<u>(282.56)</u>
Profit		445.64

Spring & Summer Discos and Tropic Party

(Several events over the Easter period including Easter Egg Hunt, etc)

Total income	£	814.80
Expenses		<u>(20.96)</u>
Profit		793.84



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Summer Fete

Total income	£	3,490.92
Expenses		<u>(344.65)</u>
Profit		3,146.28

Another great result for the PTFA's flag-ship event

Online Shopping

An easy and expense-free source of income: we can all raise money for the school by doing what we love most...online shopping.

Previously, the PTFA only utilised The Giving Machine as this was the only UK registered charity that helps organisations raise money through online shopping, however more organisations are appearing to help charities maximize the vital source of income.

Unfortunately Amazon have ceased their Smile charity donation, however, we will continue to seek additional sources to increase our income from online shopping with no outgoings and at no cost to you.

The LocalGiving scheme was introduced in 2021/22 to boost income from online shopping, however the costs (£150 + VAT p.a.) of this outweigh the benefits so the PTFA will drop this scheme

The Giving Machine	£	0.00
EasyFundraising		0.00
<i>(Expenses)</i>		<u>(180.00)</u>
Loss		(180.00)

This year saw an extremely disappointing loss or **£180.00** (£153.81 profit in the previous year).

The PTFA will continue to promote the use of The Giving Machine, EasyFundraising and other portals to parents and any online purchases made on behalf of the PTFA should be, where possible, be made through these portals, especially now that we've hit the run-up to Christmas!



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Class Cake Stalls

Another great result for cake sales and we thank all those contributing to baking, buying, selling and eating!

Breakdown of funds per class follows:

Class	Income	Spend	Carried Fwd from 2022/23	Available Funds at end 2023/24	Carry Fwd to 2024/25	Overspend 2023/24	Coach Hire 2023/24
Preschool	£ 196.70	(279.00)	*217.00	0.00	0.00	82.30	(150.00)
Reception	256.60	(260.71)	0.00	0.00	0.00	4.11	(150.00)
Year 1	180.85	(100.00)	0.00	0.00	0.00	0.00	(150.00)
Year 2	222.92	(223.00)	0.00	0.00	0.00	0.08	(150.00)
Year 3	222.50	(70.00)	37.00	39.50	0.00	0.00	(150.00)
Year 4	183.50	(0.00)	0.00	183.50	39.50	0.00	(0.00)
Year 5	162.50	(390.00)	0.00	0.00	183.50	227.50	(150.00)
Year 6	124.90	(124.90)	0.00	0.00	0.00	0.00	(150.00)
<i>Remainder</i>	-	-	0.00	0.00	-	-	-
Total	1,550.47	(1,447.61)				313.99	(1,050.00)

Any funds raised by the Cake Sales which are not used during the school year will remain with the pupils that raised the funds. The PTFA Treasurer will keep a record of unused funds and carry this forward to the next school year.

Any slight additional overspend can be supported by the PTFA during the school year but will be deducted from the Carry Forward balance for the following year.

Teachers will be informed of the opening balance at the beginning of the school year to allow budgeting and ordering of necessary resources. The Treasurer will also send an additional update notification during the academic year to advise Teachers of remaining available funds.

The PTFA would, however, encourage teachers to use the funds during the same school year if possible.

Any remainder resulting from Year 6 underspend will be returned to the general PTFA funds.

Include in the report this year is the overspend for each class which aims to highlight the need for the PTFA to contribute even further towards educational trips and events. This can be attributed to (but not limited to) the increased cost of travel. With this in mind, the PTFA has voted to increase the contribution to **£250.00** per class each academic year as contribution towards coach hire for class field trips, thus allowing the funds raised from Cakes Sales to be used more effectively for class resources.



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School Lottery

This has, once again, proved to be a great success and, due to the generosity of prize winners donating their winnings back to the PTFA, extra resources for the school have been purchased without affecting our finances.

Purchase of a Lottery License is required by law under Schedule 11 of the Gambling Act (2005) to be able to run a Small Lottery, however it is not shown here as an expense, but has been accounted for under PTFA Expenses as it is not specific to the School Lottery, but allows the PTFA to hold multiple Small Lotteries within the license period.

Income from Lottery Ticket sales	£	1,170.00
Expenses		<u>(0.00)</u>
Profit		1,170.00

Donations & Grants

Local Businesses, Associations, Grants and Individuals

The PTFA received several generous donations from local businesses, charitable trusts and individuals amounting to **£481.50** for which we are extremely grateful.

Steve Filer Tennis	121.50
Seb and Elsie	50.00
Southcoat Screeding (raffle Prize)	*50.00
Claire Venes (raffle prize)	*50.00
Newton Poppleford Playing Field Foundation	50.00
Newton Poppleford Allotments	10.00
Co-op Grant	<u>150.00</u>
Total	481.50

** Raffle prizes are not accounted as income, but are included in this section to recognise our appreciation of all our generous donors.*

MJS Clothing Bank

The PTFA received a huge donation of old clothes for the Clothing Bank scheme which replaces the Bags2School scheme and was converted to an amazing **£174.10**.

Income from scheme	£	174.10
Expenses		<u>(0.00)</u>
Total		174.10

We are extremely grateful to everyone who donated!



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Other Activities

Several other small events were held throughout the year which provided a good source of income with very little expenditure.

Break the Rules	£	126.00
Art Raffle		190.00
Clean Start		55.00
Sunflower seeds		56.00
Sports Day Refreshments		20.00
Freezy Friday		*273.89
School Uniform Shop		80.50
Expenses		<u>(0.00)</u>
Total		801.39

Although the income from these events may be relatively small individually, collectively they make a huge difference – thank you to all involved!

** £129.51 was received and banked before end-of-year - £143.65 was received after end-of-year, so will be banked in 2024/25 financial year, but is included in this report.*



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PTFA Expenses

The PTFA endeavours to minimize general operations expenses, however the purchase of various essential items was necessary during the year which resulted in this figure being much higher than normal.

Details of these purchases is provided below to offer full transparency of financial activities:

1. ParentKind Annual Membership

The annual membership to ParentKind (formerly PTA UK) organisation includes insurance (underwritten by Zurich and includes our public liability insurance for events), legal guidance, resources and advice.

2. Small Lottery License

Purchase of a Small Lottery License required by law under Schedule 11 of the Gambling Act (2005) to allow the PTFA to hold the Community Raffle and any other Small Lottery events during the license period.

3. TEN Licence Fee

This is required to allow the PTFA to sell alcohol at events – each event requires a separate license.

4. SchoolComms (ParentPay)

To reduce cash exchange, reduce 'flyers' in school bags and to allow parents to pay for events remotely through the School Gateway payment system, PTFA events can now be added to the system. A small fee to the administrators (SchoolComm) is applicable

5. Shed (Uniform Shop and repairs)

Vital repairs to the PTFA shed were required due to storm damage to the roof. Materials were therefore purchased for the repair.

To improve access to the uniform shop rather than relying on the School Office and to offer a greater level of privacy for use of the shop, a shed to house clothing was purchased.

6. LocalGiving

The PTFA joined the scheme in 2021/22 to receive a Grant however subsequent applications for grants through the scheme have been unsuccessful and costs of membership have increased from £95 to £180 (£150 + VAT). Therefore it is recommended that the PTFA cancel subscription.

ParentKind Annual Membership	£	153.00
Small Lottery License (renewal)		20.00
TEN Licence Fee (bar license)		21.00
SchoolComms (ParentPay)		8.80
Shed (uniform shop)		240.00
Shed Repairs		171.74
LocalGiving		180.00
Total		794.54



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Dispersement of Funds to the School

As always, the PTFA is committed to raise funds to provide resources and supplement educational school trips and events.

A summary of highlights, including activities and equipment, funded by the PTFA is given below:

Events		
<i>Coronation Picnic (carry over from 2022/23)</i>	140.91	
		140.91
Performances/Workshops		
<i>Animal Encounters – Chris Johnson</i>	240.00	
<i>East Devon Band Xmas Event</i>	75.00	
<i>African Drum Workshop</i>	300.00	
<i>Storytelling Workshop – Katy Cawkwell</i>	100.00	
<i>Author Visit – Rachel Delahaye</i>	400.00	
<i>Author Visit – Simon James</i>	517.60	
<i>First Aid Training - Staff</i>	90.00	
		1,722.60
School Resources		
<i>Crumble Kits</i>	449.00	
<i>Reception Water Bottles</i>	84.00	
<i>Christmas Crafting</i>	240.00	
<i>Sports Equipment</i>	371.37	
<i>PE Kit (Coloured Bands)</i>	77.94	
<i>African Drum Workshop</i>	300.00	
<i>Polytunnel for Allotments</i>	68.32	
<i>Allotment Materials</i>	175.00	
<i>Reading Scheme Books</i>	295.00	
<i>HIVE Equipment</i>	489.89	
<i>Spelling Frame Annual Subscription</i>	120.00	
		2,670.52
Class Resources, School Trip and Coaches supplement (cake sale)		
	Spend	Coach
<i>Pre-school</i>	279.00	150.00
<i>Reception</i>	260.71	150.00
<i>Year 1</i>	100.00	150.00
<i>Year 2</i>	223.00	150.00
<i>Year 3</i>	259.50	150.00
<i>Year 4</i>	0.00	150.00
<i>Year 5</i>	390.00	150.00
<i>Year 6</i>	124.90	150.00
	1,637.11	1,050.00
		2,687.11
Other		
<i>Pre-School Leavers Gifts</i>	97.52	
<i>Year 6 Leavers Event</i>	150.00	
<i>Comic Relief</i>	93.00	
		340.52
Total		7,561.66



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Although Teaching Staff submit funding requests with costings, as fund manager, the PTFA will, where possible, seek the best price for the requested resources.

The PTFA look forward to funding more activities requested by the School in the coming year and encourage Teaching Staff to submit funding requests using the forms provided.

Although the PTFA manages the account funds and fund-raising, we rely on all teaching staff to highlight the needs of our children and the school and to submit requests wherever necessary.

Closing Summary and Recommendations

In summary, the total available funds for the 2023/24 financial year are:

Opening Balance Current A/C	£	24,739.03
Income from Operations	12,681.33	
		37,420.36
<i>Less: Expenses</i>	<i>(3,141.06)</i>	
<i>Less: Dispersement to School</i>	<i>(7,561.66)</i>	
		<u><i>(10,702.72)</i></u>
Total		26,717.64

As always, the PTFA strive to create a balance between income and expenditure. In order to maintain this balance, the PTFA will continue to be vigilant regarding expenses, seek the most competitive prices for any services or goods (whilst maintaining quality) and should, where possible, utilise The Giving Machine, AmazonSmile and EasyFundraising for online purchases and Gift Aid should be promoted and clarified wherever possible.

Changes in banking methods, in particular with the introduction of Card Readers and the utilisation of the SchoolComm online payment portal, come with underlying difficulties in terms of fund management and monitoring. As a committee with financial responsibility to the PTFA funds, we will in the coming years endeavour to streamline the process of monitoring the funds and also to ensure bank charges are minimised.

Post-CoVid-19 fundraising is becoming increasingly difficult due to huge increases in costs (especially sourcing materials and goods due to increased manufacturing and transport costs), so this is fantastic achievement and once again, the PTFA would like to extend an enormous THANK YOU to everyone who participated or helped in any fund-raising activity, gave their time to support any PTFA, School or individual event and for the generosity of our local businesses and associations.

The PTFA is, as always, in desperate need of support from all its members (all Parents, Carers and Teaching Staff) to assist in our fund-raising activities and provide input and ideas at our meetings.

Without your efforts, we could not hope to raise so much for our School.

Jon Leeson-Kings
Treasurer (2014-2024)