



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 13th October 2022

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Introduction

This document provides a summary of the Newton Poppleford School Association (PTFA) accounts for the year ending 31st August 2022.

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 2021/22 was **£17,223.76** which was the result of a challenging fund-raising year in 2020/21 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2021/22 year the Current Account stands at **£20,545.05** with the Deposit Account remaining at **£28.62** since this account no longer receives interest (due to the changes of the PTFA bank account to Business Account made by HSBC) resulting in total End-of-Year funds on 31st August 2022 of **£20,573.67**

This result has been achieved through a more creative approach to fundraising where the usual PTFA events were not possible due to CoVid restrictions and very appreciated support from all members of the PTFA and community, which without this, we would be in a very different financial situation.

Even in view of some unfortunate unrecoverable expenses, which will be highlighted later in the report, this is a fantastic result.

Seeing a balance increase is always encouraging, but to give an idea of the work involved, this year the PTFA generated a total of **£19,806.08** income (nearly £10,000 more than 2020/21) with an outgoing of **£16,484.79** in the form of expenses resulting in an annual profit of **£3,321.39**, but more importantly, investing **£7,718.62** in equipment for the school and experiences for the children.

These are the figures that will be submitted to the Charities Commission as we are required, as a Charity, to report income and outgoings each year.



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PTFA Fundraising Events

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

Autumn Summer Fete

Total income	£	1,127.82
Expenses		<u>(163.29)</u>
Profit		964.53

In lieu of the Summer Fete 2020/2021 due to CoVid restrictions, the event was postponed until September.

Bonfire Night BBQ

Total income	£	1,520.20
Expenses		<u>(579.68)</u>
Parish Council Fees		<u>(175.00)</u>
Profit		765.52

The return of the PTFA BBQ supporting the Parish Council bonfire night was a great success!

Christmas Cards

Total income	£	1553.30
Expenses		<u>(948.67)</u>
Profit		604.63

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

Xmas Hampers & Playground Sale

Total income	£	811.59
Expenses		<u>(271.87)</u>
Profit		539.72

Due to CoVid-19 restrictions it was decided not to hold the Xmas Fair, but run the Hamper sale and an impromptu playground sale to sell perishable items.



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Jubilee Celebrations

(Includes Fun Day and 'Party in the Pop' evening event)

Total income	£	3541.92
Expenses		<u>(2,777.87)</u>
Profit		764.05

Several events including Dog Show, Fun Day and 'Party in the Pop' to celebrate the Queen's Platinum Jubilee

Summer Fete and Raffle

Total income	£	3973.67
Expenses		<u>(657.93)</u>
Profit		3,315.74

The return of the PTFA's flagship event of the year with a fantastic result

Bench Sponsorship

To provide seating for the Sensory Garden and also to act as 'Buddy Benches', wooden benches are being purchased for which sponsorship is being offered.

The PTFA have received 4 sponsorships @£60 per bench.

The PTFA also funded 1 bench in memory of Finley.

Unfortunately, the company supplying the benches (Swindon Wood Supplies Ltd.) went into liquidation over the summer holidays in 2021, meaning that although the PTFA have paid for the benches, we will not receive them.

Despite desperate attempts by the Committee to recover even some of the money from the receivers, this was unsuccessful.

Therefore, an alternative source was found for the benches, but the cost was slightly higher due to increase in wholesale prices, even after negotiation with suppliers by the Committee.

This means the PTFA write off the £1,052 spent with the company in 2021.

Total cost of benches	£	(1,134.00)
Sponsorship		240.00
Donation (plaques Home Instead)		<u>400.00</u>
Cost to PTFA		(494.00)



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Online Shopping

This year the PTFA have increased the ways in which we can all raise money for the school by doing what we love most...online shopping.

Previously, we only utilised The Giving Machine as this was the only UK registered charity that helps organisations raise money through online shopping.

However, the PTFA have now registered with AmazonSmile and EasyFundraising in the hope that this will and increase our income from online shopping with no outgoings and at no cost to you.

The Giving Machine	£	19.95
AmazonSmile		79.20
EasyFundraising		<u>44.33</u>
Profit		143.48

This year saw a 140% increase from last year to **£143.48** (£59.76 last year).

The PTFA will continue to promote the use of The Giving Machine, AmazonSmile and EasyFundraising 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!

Outdoor Space

Finley's Classroom is now installed and a well-loved addition to Adventure Island

This was purchased by the PTFA in 2020/21, but invoices for installation were not received until 2021/22.

In addition, as part of the Sensory Garden project, a pergola was purchased by the PTFA.

However, this was purchased from Swindon Wood Supplies Ltd which went into liquidation over the summer holidays in 2021 as mentioned in Benches. Therefore, the PTFA will unfortunately write off the £1,052 paid which cannot be recovered.

Therefore the Pergola was purchased again by the PTFA this year which involved an increase in costs due to raw material and wholesale prices.

Total cost of Gazebo installation	£	<u>(1,415.00)</u>
Cost to PTFA		(1,415.00)

Total cost of Pergola	£	<u>(389.00)</u>
Cost to PTFA		(389.00)

Note: The Gazebo was constructed by Mighty Oak Carpentry, but not invoiced until September, so is reported in these 2021/22 accounts.



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Class Cake Stalls

A great year for cake sales after a long period without them due to CoVid restrictions!

Breakdown of funds per class follows:

Class	Income	Spend	Carried Fwd from 2020/21	Available Funds at end 2021/22	Carry Fwd to 2022/23	Coach Hire 2021/22
Preschool	£ 163.17	(120.00)		43.17	-	0.00
Reception	206.10	(309.25)	100.00	0.00	43.17	0.00
Year 1	183.30	(296.70)	113.40	0.00	0.00	0.00
Year 2	138.75	(0.00)	38.20	176.95	0.00	0.00
Year 3	136.84	(137.00)	162.00	161.84	176.95	100.00
Year 4	122.80	(0.00)	150.40	273.20	161.84	0.00
Year 5	116.85	(0.00)	288.55	405.40	273.20	0.00
Year 6	146.05	(229.31)	83.26	0.00	405.40	0.00
<i>Remainder</i>	-	-	0.00	0.00	-	-
Total	1213.86	(1,092.26)				

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.

The PTFA will also donate an additional **£100.00** per year each academic year as contribution towards coach hire for class field trips. Therefore, the funds raised from Cakes Sales can be used more effectively for class resources.



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School Lottery

This has 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.

We are extremely grateful to those who have donated their winnings!

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	£	1,639.70
Expenses		<u>(0.00)</u>
Profit		1,639.70

Donations & Grants

Local Businesses, Associations, Grants and Individuals

The PTFA received several generous donations from local businesses, charitable trusts and individuals amounting to **£1,466.00** for which we are extremely grateful.

Laura Broughton (Looby's Kitchen)	120.00
Clair Venes (Prize donation)	50.00
Kelly Abbot (plant sales)	10.00
Home Instead	400.00
General during Xmas Fair cancellation	92.00
Scholastic Books	306.00
Magic Little Grant	<u>500.00</u>
Total	1,478.00

Donation from Magic Little Grant is specifically for Preschool splash suits;

Bags of Help

The PTFA received a huge donation of old clothes for the Bag of Help scheme which replaces the Bags2School scheme and was converted to an amazing **£145.90**.

Income from scheme (1,120kg)	£	145.90
Expenses		<u>(0.00)</u>
Total		145.90

We are grateful to everyone who donated!



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Recycling

A total of 50kg of crisp packets were collect this year resulting in an income of £50 from the TerraCycle recycling scheme – the scheme has now closed.

Income from scheme	£	47.00
Expenses		<u>(0.00)</u>
Total		47.00

Other Activities

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

Twosday Challenge	£	88.00
Mr Long Sponsored Diet		152.01
Clothing Swap		19.75
Sports Day Refreshments		15.49
Ice Cream Friday		136.15
School Uniform Shop		148.50
Expenses		<u>(0.00)</u>
Total		573.00

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



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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 public liability insurance, 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 License Fee

This is required to allow the PTFA to sell alcohol at events.

4. SchoolComms

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. Bank Charges

Changes in the PTFA HSBC account means that the account is now subject to charges.

This includes an annual fee and % charge for cash transactions.

We have therefore started the process to transfer from HSBC to Lloyds which makes no charge for a Charity 'Business' account.

ParentKind Annual Membership	£	116.00
Small Lottery License (renewal)		20.00
TEN Licence Fee (bar license) *		21.00
SchoolComms		22.06
Bank Charges		97.83
SumUp Bank Card Reader		34.80
Total		203.86

** Although a TEN License is required per event (up to 5 per year) because Xmas Fair was cancelled and TEN license had already been purchased, this license has been accounted for in PTFA expenses. TEN license for Summer Fete is accounted for in the event expenses.*



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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>Exmoor Challenge (T-Shirts)</i>	126.00	<u>126.00</u>
Performances/Workshops *		
<i>Aardman Workshop</i>	300.00	
<i>Theatre Alibi</i>	364.32	
<i>Christmas Crafting Supplies</i>	948.67	
<i>Dance Workshop</i>	90.00	<u>1,702.99</u>
School Resources		
<i>Books</i>	131.88	
<i>Kapla Blocks</i>	166.58	
<i>Crafting Equipment</i>	213.69	<u>512.15</u>
Class Resources & school trip supplement (cake sale)		
<i>Pre-school</i>	120.00	
<i>Reception</i>	309.25	
<i>Year 1</i>	296.70	
<i>Year 3</i>	137.00	
<i>Year 6</i>	229.31	<u>1,092.26</u>
Leavers Events		
<i>Pre-school</i>	100.00	
<i>Year 6</i>	150.00	<u>250.00</u>
Scooter Helmets		36.00
Sensory Garden		2,584.37
Adventure Island		<u>1,415.00</u>
Total		<u>7,718.62</u>

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.

* Also funded Climbing Wall, but the PTFA has not yet been invoiced, so this will be reflected in 2022/23 accounts when received



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Closing Summary and Recommendations

In summary, the total available funds for the 2022/23 financial year are:

Opening Balance Current A/C	£	17,223.76
Opening Balance Deposit A/C		28.62
Income from Operations	19,806.08	
Deposit A/C Interest	0.00	
		19,806.08
<i>Less: Expenses</i>	<i>(8,218.49)</i>	
<i>Less: Mr Vaughan Retirement Fund</i>	<i>(528.00)</i>	
<i>Less: Dispersement to School</i>	<i>(7,738.30)</i>	
		<u><i>(16,484.79)</i></u>
Total		20,573.67

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.

Given the disruption caused by CoVid-19 restrictions and the effect this had on fundraising in the 2021/22 financial year, 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 (2014-2022)