



Newton Popleford School Association (PTFA)

Newton Popleford School, School Lane, Newton Popleford, Sidmouth, Devon EX10 0EL
Register Charity N^o: 1015155

Newton Popleford School Association: End of Year Financial Report

Treasurer's Report to the AGM

Monday 16th November 2020

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Introduction

This document provides a summary of the Newton Popleford School Association (PTFA) accounts for the year ending 31st August 2020.

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 2019/20 was **£10,871.56** which was the result of a great fund-raising year in 2018/19 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2019/20 year the Current Account stands at **£16,356.71** with the Deposit Account increasing slightly at **£28.62** with interest (due to the changes of the PTFA bank account to Business Account made by HSBC) resulting in total funds as at 31st August 2020 of **£16,385.33**

This result is mainly due to Grant Funding, which without this, we would be in a very different financial situation.

And although we see an increase in the account holdings, overall, due to restrictions as a result of the CoVid-19 Pandemic, we have seen a **Net Loss** in this financial year of approximately **£2000**.



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PTFA Fundraising Events

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

November 2019

Build-a-Guy competition

Total income	£	9.60
Expenses		<u>(0.00)</u>
Profit		9.60

The PTFA were not involved in the Bonfire Night this year.

December 2019

Christmas Fayre

Total income	£	1,126.05
Expenses		<u>(495.93)</u>
Profit		630.12

*This was a 23% decrease in profit compared with the 2018/19 Christmas Fayre.
This was mainly due to an decrease in attendance and therefore takings.*

February 2020

Quiz Night

Total income	£	271.00
Expenses		<u>(24.04)</u>
Profit		188.85

*This was a 43% decrease in profit compared with 2018/19
This year was the venue was changed to the new School Hall which reduced expenses, but attendance was down a on last year.*

School Disco

Total income	£	262.00
Expenses		<u>(26.30)</u>
Profit		235.70

The Disco was very generously donated as a prize won by a parent.



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April 2020

Easter Eggstravagansa

Total income	£	160.00
Expenses		<u>(0.00)</u>
Profit		160.00

Due to CoVid-19 this event was not held however was replaced by sale of Easter Eggs which were generously donated by a parent.

June 2020

Summer Fete

Unfortunately, due to CoVid-19 it was not possible to hold the PTFA major income event

Fab Bricks

Fab Bricks was introduced this year to provide personalized gifts for Christmas.

Income from Sales	£	262.50
Expenses		<u>(205.50)</u>
Profit		57.00

The Giving Machine

The Giving Machine is the only UK registered charity that helps organisations raise money through online shopping and has continued to yield a good income for the PTFA with no outgoings. This year saw a decrease from last year to **£66.03** (£141.57 last year).

The PTFA will continue to promote the use of The Giving Machine to parents and any online purchases made on behalf of the PTFA should be, where possible, be made through The Giving Machine portal, especially during the CoVid restrictions and the run-up to Christmas!



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School Memorabilia

With the news that a new school was to be built and the old building demolished, many former pupils of the school and members of the Community had requested some form of memorabilia.

With this in mind the following items were made available for sale
(sales will also continue throughout the 2019/20 financial year)

Prints: Print of watercolour painting of the old school by local artist, Vicky Morgan

Income from Sales	£	64.00
Expenses		<u>(0.00)</u>
Profit		64.00



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Class Cake Stalls

Class Cake Sales were severely affected by restriction caused by the CoVid-19.

Throughout the year the total raised was only **£669.45**, which is obviously a huge fall on last year.

The PTFA would like to thank all those who contributed their time and effort to baking and helping out at the Cake Sales.

Although the income from Cake Sales (which goes directly to the classes) has been affected, the PTFA will continue to work with the teachers to ensure class resources/trips are made available where possible.

A breakdown of funds per class follows:

Class	Income	Spend	Carried Fwd from 2018/19	Available Funds at end 2019/20	Carry Fwd to 2020/21
Preschool	£ 0.00	(0.00)	0.00	113.40	-
Reception	147.20	(109.00)	0.00	38.20	38.20
Year 1	151.25	(126.86)	126.01	162.00	162.00
Year 2	113.40	(0.00)	134.06	150.40	150.40
Year 3	124.70	(0.00)	103.85	288.55	288.55
Year 4	121.30	(65.00)	26.96	83.26	83.26
Year 5	0.00	(0.00)	221.35	221.35	221.35
Year 6	0.00	(0.00)	297.62	297.62	297.62
<i>Remainder</i>	-	-	297.62	297.62	-
Total	669.45	300.86			

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 these 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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Community Raffle

Due to the CoVid situation, it was not possible to hold this event.

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

Income from Raffle Ticket sales	£	0.00
Expenses		<u>(20.00)</u>
Profit		-20.00

Donations

Local Businesses, Associations and Grants

The PTFA received many generous donations from local businesses, community associations and charitable trusts amounting to **£10,429.00** for which we are extremely grateful.

Jo Earlam	£	30.00
Beauty Box		50.00
Steve Filer/Vicky Morgan (Prints)		64.00
E&J Hill Charitable Trust		5,000.00
Newton Popleford & Harpford PC		500.00
Waitrose and Partners *		379.00
Norman Family Charitable Trust *		<u>2,000.00</u>
Total		8,023.00

** Donations from Norman Family Trust and Waitrose and Partners were pledged and secured in 2018/19 but were not received before 31st August so they are mentioned in this report, so have been accounted for in the 2019/20 End of Year Financial Statement.*

Funds from donations pledged in the 2018/19 and 2019/20 financial years from E&J Hill Charitable Trust, The Gibbons Family Trust, Norman Family Charitable Trust and Waitrose and Partners will be ring-fenced to fund the Sensory Garden planned to be built within the School grounds.

Gift Aid

The PTFA is registered for Gift Aid which means that an additional 25% can be claimed from HM Revenue and Customs (HMRC) from any qualifying donations. Qualifying donations are those made by UK tax payers who pay enough UK tax.

It does not cost individuals anything to add Gift Aid to a donation and this should be promoted by the PTFA to encourage donations to include Gift Aid declarations.

No events or donations were made this year which allowed a claim to be made from HMRC.



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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. Gazebo

Required for weather protection at small outdoor events e.g. Cake Sales, Bag 2 School, etc.
This was required due to the old one being damaged after lending within the community

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. ParentKind Annual Membership

The annual membership to ParentKind (formerly PTA UK) organisation, includes public liability insurance, legal guidance, resources and advice.

PTA UK Annual Membership	£	110.00
Small Lottery License (renewal)		20.00
Gazebo for events		82.15
Outstanding invoices (from 2018/19)		<u>113.00</u>
Total		325.15



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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>Pantomime (coaches for whole school)</i>	<i>600.00</i>	
<i>Gee-Gee Puppets (pre-school in lieu of Pantomime)</i>	<i>93.00</i>	
		<u>693.00</u>
Performances/Workshops		
<i>English Touring Opera</i>	<i>290.00</i>	
<i>Puppet Workshop</i>	<i>350.00</i>	
<i>Art Workshop</i>	<i>250.00</i>	
<i>NP Dance Workshop</i>	<i>150.00</i>	
<i>Christmas Crafting Supplies</i>	<i>240.00</i>	
		<u>1280.00</u>
Dictionaries and Books		
<i>Babcock books - library</i>	<i>66.30</i>	
		<u>66.30</u>
Class Resources & school trip supplement (cake sale)		
<i>Reception</i>	<i>109.00</i>	
<i>Year 1</i>	<i>126.86</i>	
<i>Year 4</i>	<i>65.00</i>	
		<u>300.86</u>
Leavers Events		
<i>Year 6</i>	<i>150.00</i>	
<i>Pre-School</i>	<i>100.00</i>	
		<u>350.00</u>
Water Bottles (<i>Pre-School and Reception</i>)		52.80
Forest School (<i>Allotment</i>)		<u>1,632.89</u>
Total		4,375.85

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.



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Closing Summary and Recommendations

In summary, the total available funds for the coming year are:

Opening Balance Current A/C	£	10,871.56
Opening Balance Deposit A/C		28.53
Income from Operations	10,913.63	
Deposit A/C Interest	0.09	
		10,913.72
<i>Less: Expenses</i>	<i>(1,052.63)</i>	
<i>Less: Dispersement to School</i>	<i>(4,375.85)</i>	
		<u><i>(5,428.48)</i></u>
Total		16,385.33

Although the PTFA bank balance has experienced an overall increase, much of this has been ring-fenced for specific projects. Additional funds are already being used to great benefit in the new school. 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 for online purchases and Gift Aid should be promoted wherever possible.

Given the restrictions caused by CoVid-19 pandemic and the effect this had on fundraising in the 2019/20 financial year, this is still a great 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)