



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

Wednesday 13th October 2021

Contents

Introduction.....	2
Opening Summary	2
PTFA Fundraising Events.....	3
November 2020	3
December 2020	3
April 2020	3
July 2020	4
Bench Sponsorship	4
Online Shopping	4
Outdoor Space	5
Class Cake Stalls.....	6
School Lottery.....	7
Donations	7
Bag2School	7
Recycling.....	8
Other Activities	8
Gift Aid.....	8
PTFA Expenses	9
Dispersement of Funds to the School	10
Closing Summary and Recommendations.....	11



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Introduction

This document provides a summary of the Newton Poppleford School Association (PTFA) accounts for the year ending 31st August 2021.

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 2010/21 was **£16,193.15** which was the result of a great fund-raising year in 2019/20 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2020/21 year the Current Account stands at **£17,223.76** 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 End-of-Year funds on 31st August 2020 of **£17,252.38**

This result has been achieved through a more creative approach to fundraising where the usual PTFA events have not been possible due to CoVid restrictions and Grant Funding from previous years, which without this, we would be in a very different financial situation.

It should be noted that £9,379 is currently 'ring-fenced' for the Sensory Garden project.



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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 2020

Pumpkin Trail

Total income	£	177.00
Expenses		<u>(0.00)</u>
Profit		177.00

In lieu of the usual Bonfire Night. This figure may have been higher had the 'honesty box' not been vandalised.

December 2020

Christmas Cards

Total income	£	1,684.00
Expenses		<u>(1,061.38)</u>
Profit		622.62

This was a fantastic alternative to the Christmas Fair and resulted in only a 1% decrease in profit compared with the 2019/20 Christmas Fayre.

Christmas Hampers

Total income	£	435.00
Expenses		<u>(0.00)</u>
Profit		435.00

Always popular at the Christmas Fair this was run as a stand-alone event and when added to the Christmas Card sales resulted in a 15% net increase in profit compared with the 2019/20 Christmas Fayre.

April 2020

Easter Egg Sale

Total income	£	161.95
Expenses		<u>(0.00)</u>
Profit		161.95

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



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July 2020

Due to CoVid restrictions and risks it was voted to postpone the Summer Fete until September, but instead it was decided to hold the raffle which was held as a remote/online event.

This proved to be a great success and although income was not at the same level as a full Summer Fete, resulted in a healthy profit.

Summer Fete Raffle

Total income	£	1,532.00
Expenses		<u>(68.00)</u>
Profit		1464.00

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.

So far, the PTFA have received 4 requests for sponsorship @£60 per bench, but only received payment for 2.

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

The benches were purchased by the school on behalf of the PTFA to reduce the cost to the PTFA – the school will pay the associated VAT. Total cost £800 (inc. VAT)

Total cost of benches	£	800.00
VAT		<u>(133.33)</u>
Cost to PTFA		(666.67)

Currently the school and PTFA are trying to recover the money, but we are not hopeful of receiving this soon, if at all.

If the funds are not recovered, this will be reflected in the accounts for the 2021/22 financial year as the PTFA are currently investigating an alternative source of benches.

Income from Sponsorship	£	122.00
Expenses		<u>(667.00)</u>
Profit/loss		(545.00)

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.



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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	£	35.72
AmazonSmile		24.04
EasyFundraising		<u>*0.00</u>
Profit		59.76

**Although EasyFundraising has so far generated £6 it has not been released to the PTFA because the required threshold of £15 has not yet been reached.*

This year saw a 9% decrease from last year to **£59.76** (£66.03 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

Adventure Island (Far Field) has been in need of a permanent, 'weather-proof' classroom for outdoor learning experiences, so the PTFA have funded an outdoor classroom.

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.

The Gazebo and Pergola were purchased by the school on behalf of the PTFA to reduce the cost to the PTFA – the school will pay the associated VAT. Total cost £800 (inc. VAT)

Total cost of Gazebo	£	3,036.98
Outdoor Paints		288.65
Donation to reduce cost of paints		(39.65)
VAT (Gazebo)		<u>(506.16)</u>
Cost to PTFA		(2,779.82)

Total cost of Pergola	£	252.00
VAT		<u>(42.00)</u>
Cost to PTFA		(210.00)

Currently the school and PTFA are trying to recover the funds for the Pergola, but we are not hopeful of receiving this soon, if at all.

If the funds are not recovered, this will be reflected in the accounts for the 2021/22 financial year.

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



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Register Charity N^o: **1015155**

Class Cake Stalls

Class Cake Sales were not possible this year due to CoVid restriction.

However, since much of the year was spent in lock-down, there were no requests for funding with the exception of Year 6 to fund the leavers events and a request from Yr1/Yr2 for coach hire which was equally split between the two year groups.

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 2019/20	Available Funds at end 2020/21	Carry Fwd to 2021/22	Coach Hire 2020/21
Preschool	£ 0.00	(0.00)	0.00	100.00	100.00	0.00
Reception	0.00	(0.00)	113.40	113.40	113.40	0.00
Year 1	0.00	(0.00)	38.20	38.20	38.20	87.50
Year 2	0.00	(0.00)	162.00	162.00	162.00	87.50
Year 3	0.00	(0.00)	150.40	150.40	150.40	0.00
Year 4	0.00	(0.00)	288.55	288.55	288.55	0.00
Year 5	0.00	(0.00)	83.26	83.26	83.26	0.00
Year 6	0.00	(221.35)	221.35	0.00	0.00	0.00
<i>Remainder</i>	-	-	0.00	0.00	-	
Total	0.00	(221.35)				

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	£	1,388.40
Expenses		<u>(0.00)</u>
Profit		1,388.40

Donations

Local Businesses, Associations, Grants and Individuals

The PTFA received several generous donations from local businesses, charitable trusts and individuals amounting to **£1,318.00** for which we are extremely grateful.

'The Gardens' AirBnB	£	50.00
Beauty Box		48.00
Anon		100.00
Steve Filer		120.00
Groundworks UK		<u>1,000.00</u>
Total		1,318.00

Donation from Steve Filer was specifically for fruit trees which have been planted in the allotment.

Bag2School

Once again, the PTFA received a huge donation of old clothes (over a ton!!!) for the Bag2School scheme which was converted to an amazing **£336.00**.

Income from scheme (1,120kg)	£	336.00
Expenses		<u>(0.00)</u>
Total		336.00

We are grateful to everyone who donated good quality clothing which met the Bag2School extremely strict criteria as every kg donated by you resulted in profit this year!



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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

Income from scheme (50kg)	£	50.00
Expenses		<u>(0.00)</u>
Total		50.00

Other Activities

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

Bear Trail	£	60.81
Pennies2Pounds		107.01
Egg Decorating		32.00
Bake Off		31.00
School Play Refreshments		90.00
Plant Sales		126.15
Expenses		<u>(0.00)</u>
Total		446.97

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

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.

Although it should have been possible to make a claim on sponsorship for the Land's End to John o' Groats sponsored walk event, the majority of forms did not contain sufficient details to be able to make a claim from HMRC.

This will be taken up by the Treasurer to update the instructions which will appear on forms relating to any future events for which Gift Aid may be claimed.



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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. Notice Board

In a drive to reduce paper waste the PTFA purchased an A-Frame Notice Board to inform parents of upcoming events.

4. TEN License Fee

This is required to allow the PTFA to sell alcohol at events. This is required per event and was purchased for the Summer Fete which was unfortunately cancelled due to CoVid restrictions.

5. 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

6. Bad Debt

Unfortunately the PTFA presented a cheque which was not honoured by the issuers bank and this was returned unpaid. This is accounted for as an expense under Bad Debt.

ParentKind Annual Membership	£	111.00
Small Lottery License (renewal)		20.00
Notice Board		28.99
Bad Debt		25.00
TEN Licence Fee (bar license)		21.00
SchoolComms		18.46
Total		199.45



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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 (trophies/medals)</i>	100.75	<u>100.75</u>
Performances/Workshops		
<i>Christmas Crafting Supplies</i>	234.21	<u>234.21</u>
School Resources		
<i>Library Books</i>	243.00	
<i>Spelling Frame Annual License</i>	150.00	<u>393.00</u>
Class Resources & school trip supplement (cake sale)		
<i>Year 1</i>	87.50	
<i>Year 2</i>	87.50	<u>175.00</u>
Leavers Events		
<i>Year 6</i>	150.00	<u>150.00</u>
Water Bottles (<i>Pre-School and Reception</i>)		146.20
Outdoor Play Zones		808.68
Adventure Island		525.42
Allotment		<u>314.80</u>
Total		2,848.06

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	£	16,193.15
Opening Balance Deposit A/C		28.61
Income from Operations	9,110.34	
Deposit A/C Interest	0.01	
		9,110.35
<i>Less: Expenses</i>	<i>(5,206.67)</i>	
<i>Less: Bad Debt</i>	<i>(25.00)</i>	
<i>Less: Dispersement to School</i>	<i>(2,848.06)</i>	
		<u><i>(8,079.73)</i></u>
Total		17,252.38

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, AmazonSmile and EasyFundraising for online purchases and Gift Aid should be promoted and clarified wherever possible.

Given the restrictions caused by CoVid-19 pandemic and the effect this had on fundraising in the 2020/21 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)