



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 19th October 2023

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Introduction

This document provides a summary of the Newton Poppleford School Association (PTFA) accounts for the year ending 31st August 2023.

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 2022/23 was **£20,545.05** which was the result of great fund-raising year in 2021/22 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2022/23 year the Current Account stands at **£24,739.03**.

Previously the report has also included details of the Deposit Account, however since changing banks the PTFA account no longer includes this facility, so all funds will be report within the Current Account.

(This will be details later in the report)

This results in total End-of-Year funds on 31st August 2023 of **£24,739.03**.

Of this balance £9,700 is ringfenced for use in the Outdoor Space projects leaving a total of **£15,039.03** available for use by the school.

Seeing a balance increase is always encouraging, but to give an idea of the work involved, this year the PTFA Inbound Cashflow was a total of **£11,558.13** with outgoings of **£4,768.54** in the form of expenses, resulting in an annual fund increase of **£4,193.98**, but more importantly, investing **£5,851.73** in equipment for the school and trips, workshops and experiences for the children.

These are the figures that will be submitted to the Charities Commission which we are required, as a Charity, to 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:

Bonfire Night BBQ

Total income	£	1,238.76
Expenses		(558.69)
Parish Council Fees		<u>(175.00)</u>
Profit		505.07

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

Tropic Party

Total income	£	261.50
Expenses		<u>(48.69)</u>
Profit		218.81

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

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 this year sold through the Christmas Card Site

Xmas Fair

Total income	£	1464.54
Expenses		<u>(390.07)</u>
Profit		1074.47

*The return of the PTFA Xmas Fair was a much-needed boost to funds this year.
This also includes stocked prizes which could not be used in Xmas Fair 2021/22.*



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Easter Extravagansa

Total income	£	906.81
Expenses		<u>(320.63)</u>
Profit		586.18

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

Summer Fete

Total income	£	3282.52
Expenses		<u>(557.54)</u>
Profit		2,725.05

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 Giving Machine	£	17.14
AmazonSmile		83.26
EasyFundraising		<u>53.41</u>
Profit		153.81

This year saw another increase from last year to **£153.81** (£143.48 last 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

A great year for cake sales providing a good income to supplement trips and resources.

Breakdown of funds per class follows:

Class	Income	Spend	Carried Fwd from 2021/22	Available Funds at end 2022/23	Carry Fwd to 2023/24	Coach Hire 2022/23
Preschool	£ 205.99	(70.00)	0.00	43.17	135.99	150.00
Reception	286.11	(152.30)	43.17	0.00	176.97	150.00
Year 1	276.05	(276.00)	0.00	0.00	0.05	150.00
Year 2	187.50	(0.00)	0.00	176.95	187.50	150.00
Year 3	207.90	(384.60)	176.95	161.84	0.25	150.00
Year 4	220.00	(381.84)	161.84	273.20	0.00	150.00
Year 5	128.00	(250.00)	273.20	405.40	151.20	150.00
Year 6	123.50	(308.00)	405.40	0.00	220.90	150.00
<i>Remainder</i>	-	-	0.00	0.00	-	-
Total	1635.05	(1,822.74)				1200.00

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.

The PTFA will also donate an additional **£150.00** 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.

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	£	1,445.30
Expenses		<u>(0.00)</u>
Profit		1,445.30

Donations & Grants

Local Businesses, Associations, Grants and Individuals

The PTFA receives several generous donations from local businesses, charitable trusts and individuals amounting to **£50.00** for which we are extremely grateful.

Clair Venes (Prize donation)	50.00
Total	<u>50.00</u>

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

Bags of Help

Sadly, the scheme was withdrawn from the school since it was impractical for the company to support only 1 unit in the area. This resulted in a slightly disappointing income of **£26.50**.

Income from scheme (1,120kg)	£	26.50
Expenses		<u>(0.00)</u>
Total		26.50

We are, however, grateful to everyone who donated!

Staff Raffle

The PTFA agreed to provide funding for a Staff Raffle to include prizes for Staff members.

Income from scheme	£	0.00
Expenses		<u>(75.00)</u>
Total		(75.00)



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Outdoor Space

Income from scheme	£	0.00
Expenses		<u>(25.80)</u>
Total		(25.80)

Activities

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

Sports Day Refreshments	26.67
	<u>(0.00)</u>
	26.67
Freezy Friday	159.50
	<u>(48.00)</u>
	111.50
School Uniform Shop	181.40
	<u>(0.00)</u>
	181.40
Ice cream Friday*	11.00
	<u>(0.00)</u>
	11.00
Total	573.00

** Received from ParentPay – cash received after last day of term, so not able to pay into bank before end of financial year – will be added in 2023/24 accounts*

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 Licence 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 meant that the account was subject to charges.

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

However, the account has been transferred to Lloyds Bank which does not make charges for the "Treasurers Account".

Charges were therefore applied up until the transfer from HSBC to Lloyds Bank.

6. Santa Outfit

Rather than hiring a Santa Outfit for the Xmas Fair, the PTFA have invested in a suit which was purchased at a discounted price.

ParentKind Annual Membership	£	140.00
Small Lottery License (renewal)		20.00
TEN Licence Fee (bar license)		21.00
SchoolComms		11.30
Bank Charges		31.43
SumUp Bank Card Reader		34.80
Santa Outfit		68.33
Total		326.86



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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>	40.00	
<i>King's Coronation Picnic</i>	150.00	
		190.00
Performances/Workshops *		
<i>Storytelling Workshop – Clive Pig</i>	170.00	
<i>East Devon Band Xmas Event</i>	50.00	
<i>Theatre Alibi</i>	375.00	
<i>Christmas Crafting Supplies</i>	240.00	
<i>Historic Storytelling Workshop (Saxons/Stone Age)</i>	165.00	
<i>Historic Storytelling Workshop (Greeks)</i>	170.00	
<i>Artist Workshop</i>	100.00	
<i>Books from Author Visit</i>	24.00	
<i>Theatre Visit (World Cup Sweepstake)</i>	50.00	
<i>Staff Raffle Prizes</i>	75.00	
		1,419.00
School Resources		
<i>Christmas Crafting Supplies</i>	240.00	
		240.00
Leavers Events		
<i>Pre-school</i>	154.99	
<i>Year 6</i>	150.00	
		304.99
Climbing Wall for Sports Week*	675.00	
		675.00
Class Resources & school trip supplement (cake sale)		
<i>Pre-school</i>	70.00	
<i>Coach</i>	150.00	
		220.00
<i>Reception</i>	152.30	
<i>Coach</i>	150.00	
		302.31
<i>Year 1</i>	276.00	
<i>Coach</i>	150.00	
		426.00
<i>Year 2</i>	0.00	
<i>Coach</i>	150.00	
		150.00



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Year 3	384.60	
Coach	150.00	
		<u>534.60</u>
Year 4	381.84	
Coach	150.00	
		<u>531.84</u>
Year 5	250.00	
Coach	150.00	
		<u>400.00</u>
Year 6	308.00	
Coach	150.00	
		<u>458.00</u>
		<u>3,022.74</u>
Total		<u>5,851.73</u>

** Although the Climbing Wall for Sports Week was provided in 2021/22, the invoice was not received until after the end of that financial year, therefore it has been accounted for in 2022/23 financial year*

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	£	20,545.05
Opening Balance Deposit A/C		28.66
Transfer OUT from HSBC Account	(18,627.70)	
Transfer IN to new Lloyds Account	18,627.70	
Total Income from Operations	13,233.13	
HSBC Deposit A/C Interest (A/C closed)	0.00	
		<u>33,860.83</u>
<i>Total Outgoings</i>	<i>(9,039.15)</i>	
		<u>(9,039.15)</u>
Total		<u>24,739.03</u>



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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 online Portal supporting the PTFA Charity 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.

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 to make 2022/23 yet another fantastic year.

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 (2014-2023)