



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 25th September 2019

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Introduction

This document provides a summary of the Newton Poppleford School Association (PTFA) accounts for the year ending 31st August 2019.

Devon schools receive, on average, approximately £270 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.

Again, the efforts of the PTFA have been magnificent in raising over £12,000 (before deductions) this financial year, however the effort is simply not sustainable by the small number of contributing PTFA members.

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 2018/19 was **£13,672.90** which was the result of a great fund-raising year in 2017/18 for which the PTFA committee are extremely grateful to all involved.

At the end of the 2018/19 year the Current Account stands at **£10,871.56** with the Deposit Account increasing slightly at **£28.59** 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 2019 of **£10,900.15**.

The Current Account has reduced from the opening balance due to transferring the remainder of funds from the £20k raised in 2017/18.

Important Note

These funds amounted to a total of **£14,015.73** and were not available to the PTFA to spend, but were ring-fenced for transfer to the school, when required, as contribution to the equipment for the new School.



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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 2018

Barbeque at the Parish Council Bonfire and Fireworks Display

Total income	£	1,666.31
Expenses		<u>(793.48)</u>
Profit		872.83

This was a 7% increase in profit to last year's Bonfire Night.

December 2018

Christmas Fayre

Total income	£	1,208.07
Expenses		<u>(388.62)</u>
Profit		819.45

*This was a 16% increase in profit compared with the 2017/18 Christmas Fayre.
This was due not only to an increase in attendance and therefore takings, but also much better management of expenses.*

February 2019

Quiz Night

Total income	£	394.00
Expenses		<u>(57.69)</u>
Profit		336.31

*This was an excellent 96% increase in profit.
This increase was again due to an increase in attendance, but also better management of expenses.
The event is also a great opportunity to bring the School and Village Community together.*

April 2019

Easter Eggstravagansa

Total income	£	799.35
Expenses		<u>(51.88)</u>
Profit		747.47

*Usually run by the Pre-School, but since the merge with the Main School the event was hosted by the PTFA.
A great success which will be an annual PTFA event.*



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June 2019

Summer Fete

Fete Income	£	2,448.89	
Raffle Income		1,259.00	
Total income			3,707.89
Fete Expenses		(915.34)	
Raffle Expenses		(107.88)	
			(1023.22)
Profit			2,684.67

This was a great success enjoyed by the whole community

For comparison with previous years, the Fete and Community Raffle have been included in the total since Fete usually includes the main raffle. Details of the Community Raffle are also provided separately later in this report.

Although expenses were managed far better this year, raffle ticket sales and attendance at the Fete were lower than 2017/18 resulting in a 21% decrease in profit compared to last year's Summer Fete.

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 healthy income for the PTFA. This year saw a significant increase from last year to **£141.57** (£59.53 last year).

This increase is, in part due to online purchases on behalf of the PTFA being made through The Giving Machine portal wherever possible.

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.

Total Income	£	141.57
Expenses		(0.00)
Total		141.57

Sale of Assets

Since new kitchen equipment was provided for the School as part of the EA funding, some of the old equipment was sold at auction.

The sale of these assets was received by the PTFA and transferred to the School.

Sale of kitchen equipment at auction	£	531.34
Expenses		(0.00)
Total		531.34



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Bag 2 School

This year saw the return of the Bag 2 School scheme where the PTFA receive funds per kilo for unwanted clothing. We received over ½ ton of donated items!

580kg donated items @ £0.40 per kg	£	232.00
Expenses		<u>(0.00)</u>
Total		232.00

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

School Photo: Photo of all Pupils and Teaching Staff in front of the old school building taken by local photographer, Sarah Hall

Bricks: 150 bricks were retained from the demolition site and cleaned by Elliotts Builders. Plaques were applied to the bricks and Certificates of Authenticity were created to accompany each brick.

Income from Sales	£	301.00
Expenses		<u>(237.68)</u>
Profit		63.32



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Class Cake Stalls

Class Cake Sales throughout the year raised a total of **£1,164.23**, an 8% increase on last which will go directly to classes. The PTFA would like to thank all those who contributed their time and effort to baking and helping out at the Cake Sales.

A breakdown of funds per class follows:

Class	Income	Spend	Carried Fwd from 2017/18	Available Funds at end 2018/19	Overspend at end 2018/19	Carried Fwd to 2019/20
Preschool	£ 126.01	(0.00)	0.00	114.65	0.00	-
Reception	134.06	(0.00)	0.00	134.06	0.00	126.01
Year 1	162.85	(173.65)	114.65	103.85	5.01	134.06
Year 2	126.96	(100.00)	0.00	26.96	0.00	103.85
Year 3	143.10	(0.00)	78.25	221.35	0.00	26.96
Year 4	143.00	(0.00)	154.62	297.62	0.00	221.35
Year 5 *	206.90	(0.00)	128.63	335.53	0.00	297.62
Year 6	121.35	(139.57)	189.57	171.35	0.00	252.53
<i>Remainder</i>	-	-	249.74	249.74	0.00	171.35
Total	1,164.23	413.22				

**Note: Income for Year 5 is the result of 2 Cake Sales – annual Cake Sale and an additional stall at the School Opening Ceremony to raise funds for the residential activities. This has duly been deducted from the carry over to Year 6 for the 2019/20 academic year.*

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

The PTFA raffle is now extended to the local community in order not only to raise awareness of the school fundraising, but to maximise potential income through increased ticket sales.

Once again, this was a great success and resulted in a **£1,151.12** profit

Expenses for the Community Raffle included £20 purchase of a Lottery License required by law under Schedule 11 of the Gambling Act (2005). This 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	£	1,259.00
Expenses		<u>(107.88)</u>
Profit		1,151.12

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.

CH Property Care (Purple Bricks) †	£	50.00
Norman Family Charitable Trust		5,000.00
Tesco		1,000.00
The Gibbons Family Trust		2,000.00
Waitrose and Partners *		379.00
Norman Family Charitable Trust *		<u>2,000.00</u>
Total		10,429.00

** 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, but not accounted for in the End of Year Financial Statement.*

† Donation from CH Property Care (Purple Bricks) received to be used as cash prize for Community Raffle, therefore mentioned as donation, but accounted for as Income and Expenditure of Community Raffle

Funds from donations pledged in the 2018/19 financial year from 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. Storage Shed

Required for storage of PTFA equipment.

The old shed was not fit for purpose and collapsed during the new school build.

Costing research was undertaken over several weeks to ensure the price was attained.

This was achieved through use of PTFA member's 20% staff discount at the supplier.

Erection of the shed was carried out by members of the PTFA at no cost.

The purchase was made online through The Giving Machine portal which generated additional income for the PTFA, further reducing the Net cost of the Shed.

2. Gazebo and tarpaulin

Required for weather protection at small outdoor events e.g. Cake Sales, Bag 2 School, etc.

3. Lights/Cables

Required for lighting at outdoor evening events where lighting is required e.g. Bonfire Night barbeque, etc.

4. Aprons

Reusable and washable aprons to be used at events at which the PTFA are involved catering/food service. Reduces plastic waste and is more cost-effective than purchasing disposable aprons

5. 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.

6. 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	£	105.00
Small Lottery License (renewal)		20.00
Storage Shed		464.00
Gazebo and tarpaulin for events		99.44
Lights and cables for events		35.50
Aprons for catering events		27.48
Total		751.42



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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:

Outstanding from 20k fund-raising in 2017/18	£	14,015.73
Events		
<i>Yoga Workshop</i>		325.00
<i>First Aid Workshop</i>		225.00
		<hr/>
		550.00
Performances		
<i>Pyjama Drama (interactive theatre)</i>		290.00
<i>English Touring Opera</i>		60.00
		<hr/>
		350.00
Dictionaries and Books		
<i>Dictionaries and Thesauruses</i>		802.98
<i>ICAN Resources</i>		20.98
		<hr/>
		823.96
Coach Hire for school trips		
<i>Donkey Sanctuary</i>		100.00
<i>Seaton Wetlands</i>		140.00
<i>Bear Trail</i>		150.00
<i>West Town Farm</i>		100.00
<i>Year 6 Leavers Event</i>		100.00
<i>Woodbury Pebblebeds</i>		30.00
		<hr/>
		620.00
Class Resources & school trip supplement (cake sale)		
<i>Year 1</i>		173.65
<i>Year 2</i>		100.00
<i>Year 6</i>		139.57
		<hr/>
		413.22
Leavers Events		
<i>Year 6</i>		150.00
<i>Pre-School</i>		100.00
		<hr/>
		350.00
Water Bottles (<i>Pre-School and Reception</i>)		52.80
Forest School (<i>Hawthorn hedging</i>)		45.87
		<hr/>
Total		17,652.92

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 requested Dictionaries and Thesauruses were an example of this. To replace out-dated and damaged books, a request was submitted for £989.20, however after research and requests for discounts from suppliers, the PTFA were able to source the exact requested items at a reduced price of £802.98 – a **total saving of over 18%**.



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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	£	13,672.90
Opening Balance Deposit A/C		28.53
Income from Operations	18,235.39	
Deposit A/C Interest	0.06	
		18,235.45
<i>Less: Expenses</i>	<i>(3,383.81)</i>	
<i>Less: Dispersement to School</i>	<i>(17,652.92)</i>	
		<u>(21,036.73)</u>
Total		10,900.15

Although the PTFA bank balance has experienced an overall decrease the 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.

After expenses, total income from PTFA fund-raising activities (*including outstanding pledges from the Norman Family Trust and Waitrose and Partners and excluding pledges from the Norman Family Charitable Trust and Tesco and made within the 2017/18 financial year*) was an incredible **£ 11,440.85**

This is 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.

We must, however be mindful that over £3,000 of this figure was received through generous donation and the PTFA cannot rely on this level of donation to continue. In addition with £2988.65 already pre-allocated to fund Class Resources and supplement coach hire for school trips, available funding for additional requests from the School is currently only £1,484 (see Appendix).

The PTFA is therefore 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)



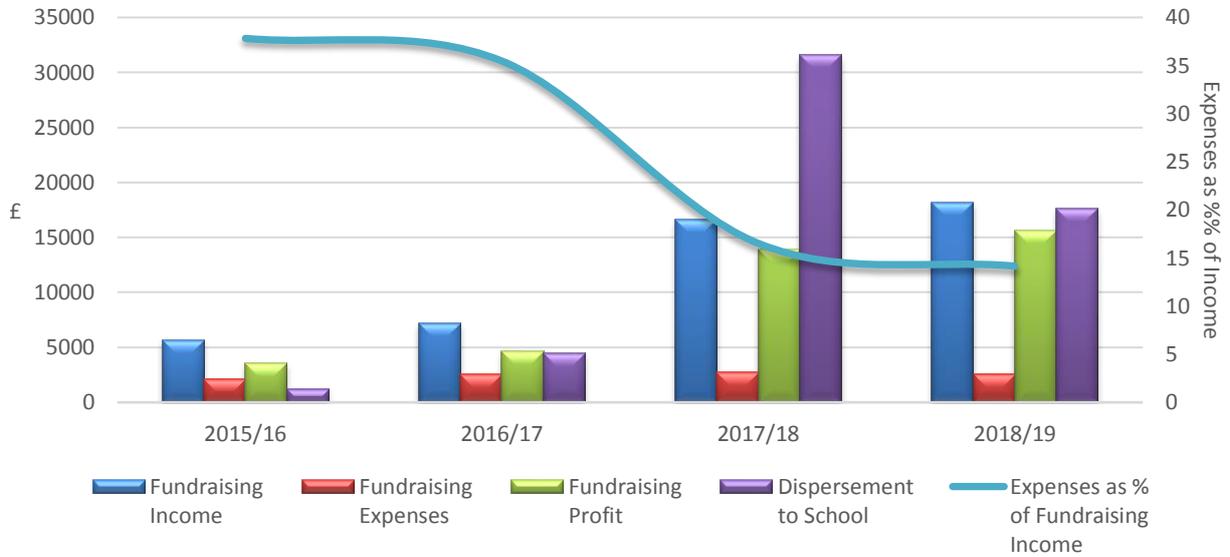
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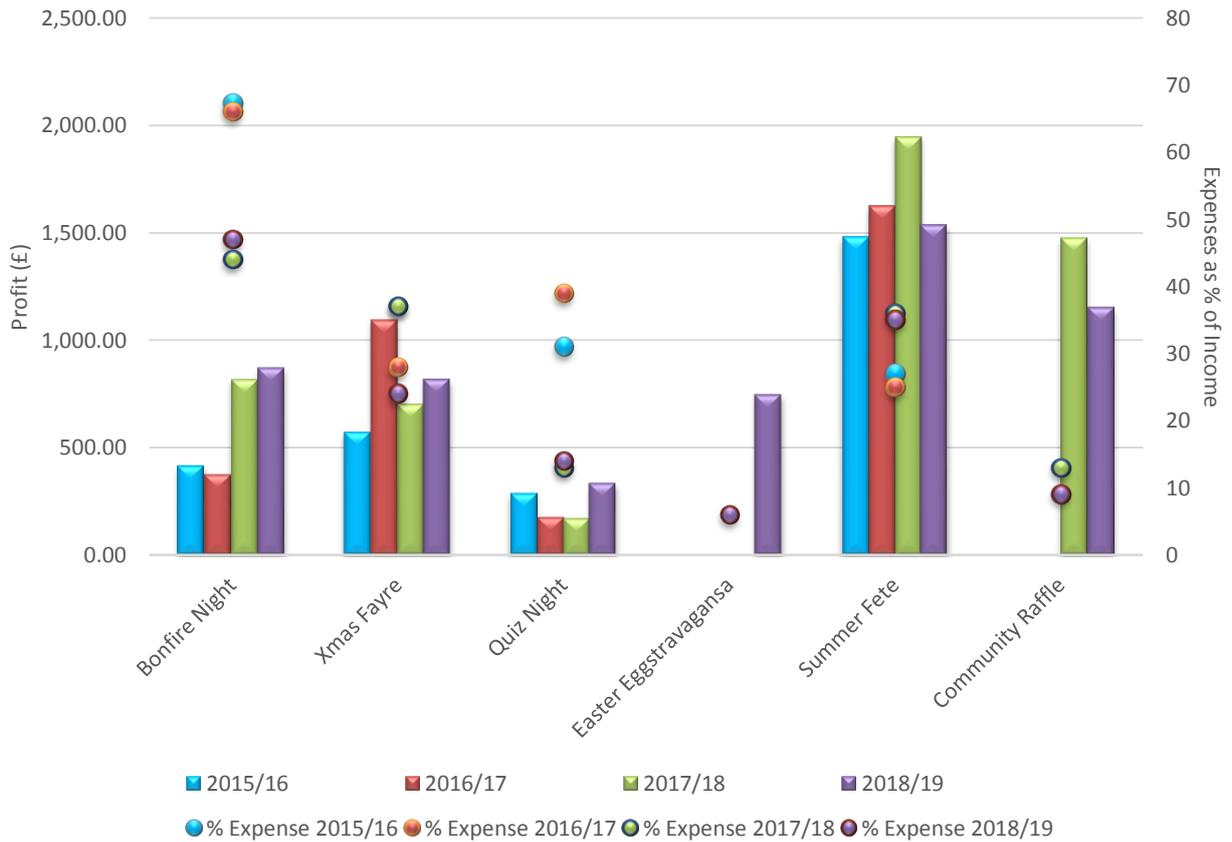
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Appendix

Yearly Income, Expenses, Profit and Dispersement



Profit and Expenses as % of Income by Event



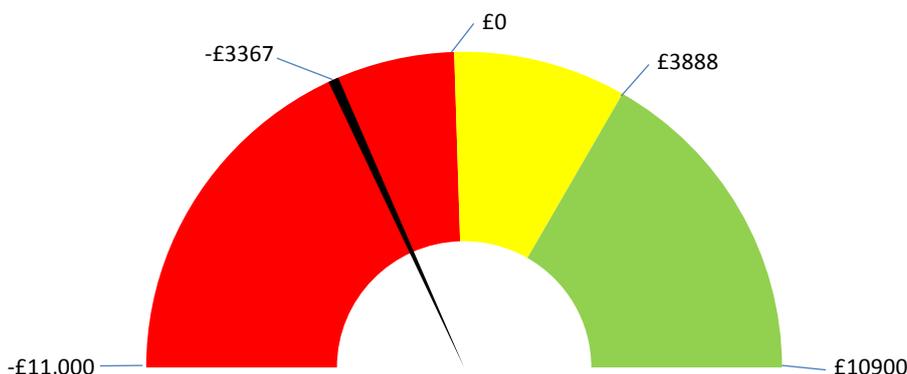


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Projected Fund Availability 2019/2020



The graph above shows projected fund availability after deducting the allocated funds set at the beginning of the 2019/20 financial year and estimated funding of performances and school events based on previous years'

Allocated Class Resources and School Trip Supplement	£2988
Funding agreed by PTFA including coach hire supplement, minimum cake sale income and carry-over from non-spent cake sale funds in 2018/19.	
Sensory Garden	£4379
Specific donations have been pledged to fund a Sensory Garden to be created within the School grounds	
Equipment for New School	£6000
Specific donations were pledged in 2017/18, but received in 2018/19 to fund equipment for the new School	
Performances and Events	£900
Estimated cost of performances and events based on previous years' costs	
Total	£14,267

Currently the PTFA account holds **£10,900** which, although fund raising in 2018/19 has once again been incredible, is insufficient to cover the allocated funding for 2019/20 financial year which stands at **£14,267**.

The PTFA therefore needs urgent help from everyone in the School to not only maintain but increase funds to ensure we provide as rich an education and experience at School for all our Children.

We therefore need to reach a target of at least **£3367** to cover this shortfall.