



**ST HUGH'S CATHOLIC PRIMARY SCHOOL (TIMPERLEY)
PARENT TEACHER ASSOCIATION**

ANNUAL ACCOUNTS 2018-2019





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ST HUGH'S CATHOLIC PRIMARY SCHOOL (TIMPERLEY) PARENT TEACHER ASSOCIATION

Charity number 1045500

Page 1 Treasurer's Report

Page 2 Income & Expenditure

Page 3 Balance Sheet

PTA Treasurer Mandy Harries

PTA Vice Treasurer Chris Marshall

Accounts prepared by Owen Henshall ACMA CGMA

Independent Examiner Peter Marsden AFA FFTA

226a Stockport Road, Timperley, Cheshire WA15 7UA



ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

TREASURY REPORT 2018-2019

HEADLINES

- **Total income of over £65k during the year**
22.5% increase on previous year, but comparable with 2016-17 when we last ran a Summer Ball.
Lack of substantial Christmas & Summer Fair sponsorship has been mitigated by the Co-op Community Funding.
- **Related fundraising costs of just under £49k for the same period**
An increase of 54.9%, the majority of which is related to Uniform Stock being purchased in much larger volumes than previously for the following year
Most event costs were well controlled, resulting in comparable year-on-year surpluses being generated in our core fundraising areas.
- **Operating Costs (Website, Card Handling, Audit etc) of just over £1,500**
An increase of over 26% on the prior year
Card Handling Charges cost increase is actually a reduction when measured as a proportion of Cash processed in the year.
£31k of Cash handled through Stripe & Paypal during the year (£23k prior year)
Stripe Fees reduced from 2.4% in 2017/18 down to 2.1% in 2018/19 - **Paypal** Fees reduced from 4.2% in 2017/18 down to 3.9% in 2018/19
- **Resulting in net c.£16.5k surplus for the year before Disbursements**
A decrease on the previous year of c.£6k (22%)
- **Another big year for PTA Investment in some key School Projects and Infrastructure**
Funding of brand new Reading and Maths Schemes, New Storage Solutions around school and in the Dining Hall
Overhaul of Staff Room facilities, Maintenance of Play Equipment and continued investment at a Class level.
Total Disbursements of just under £30k during the year.
- **Over £23k of funds on the balance sheet**
Net Cash Reduction in the year of around £12.5k reflecting the large programme of investments that the Charity has made back into the school

KEY NOTES

- **Fireworks event comparable ticket sales with previous years**
Costs increased across food and entertainment, resulting in a reduction in profits. The Stiltwalker was a great addition to the evening and created a real buzz.
Plans are in place for November 19 to simplify the food offering, whilst retaining the high quality expected.
- **Christmas Fair Income down compared to previous year, but costs have not escalated**
Lack of Headline sponsors continues to affect potential investment in attractions. The Petting Zoo was a fabulous success and generated a great deal of excitement
The decision to outsource the catering, and ease some volunteering pressure, led to a £1k reduction in income compared to previous years.
However, all other costs were well controlled to keep margins in line with previous events. Special thanks to **James Harvey** (donning a large suit) and **Emma Rice** who both secured Matched Funding which always gives a huge boost to these events.
- **Summer Fair less income than previous years, but remains flagship community event of the fundraising year.**
Again, lack of headline sponsors impacted potential income, but strong investment in crowd pleasing attractions whilst focus on reducing other costs led to a very profitable event. The Slacklining attraction proved very popular as a free attraction for all to enjoy, as did the wonderful Petting Corner.
The Climbing wall once again proved a good crowd puller and generated a reasonable return for its investment. Yet again the food, tuck and bar provisions delivered extraordinary revenue streams reinforcing the message that the event is a social, community gathering, rather than just a fundraiser.
- **Summer Ball another roaring success**
Ticket Sales were marginally down versus the previous event in 2017, but still the venue was nearly at capacity.
Food and venue costs were comparable to previous years and increased costs for the Band and Compere were incurred, but the ticket price and table sponsorship amply covered the running costs. The Auction and Raffles were a great fundraising success contributing just over £3k to the overall surplus.
Huge thanks as ever to the Ball Team and special mention to **Jacqui McDonald** for having now delivered a hat-trick of phenomenal events since 2015.
- **Uniform continues to deliver strong revenue for the PTA**
Actual trading results £18,175, Cost of Sales £13,882, Margin £4,105 (matched sales and costs)
All Pricing was reviewed for the first time in 5 years and an inflation comparable adjustment was made to align with the increased costs that our suppliers are passing on.
The total costs of £22,135 reflect the additional stock purchases of Nursery items for the new school year and the very large stock orders placed in the Summer Term to ensure that we went into the 19/20 School year with a very large increase in volume of stock. Special note should be made of the enduring thanks that we send to **Angela Evans** who has ably run the Uniform store throughout her time at St Hughs. We wish her all the best for the future.
- **Discos for the Reception to Year 5 classes generated a 40% increase in income**
The 2017/18 trial of holding the Discos on Saturdays was reversed back to Friday nights with each year group getting a separate night to party with Disco Dan!
This change also meant that a previous reduction in attendance was arrested and most of the nights were overwhelmingly supported by the majority of pupils
Increased inflation matched admission charges and additional glow toy sales resulted in Reception to Year 5 Discos breaking the £2k income mark for the first time.
However, increasing costs of Tuck and Glo resulted in overall margins reducing from 79% (2016-17 & 2017-18) down to 63%
- **Bonus Ball continues to be popular, but could still do with new members**
- **Co-op Community Funding paid out their final settlement**
St Hugh's has benefited to the value of £8,857 during our participation in this scheme, which has allowed us to fund the new Maths and Reading Schemes
Our heartfelt thanks and appreciation goes out to everyone at the Co-op for their support of our Charity
- **Thank you**
There's always too many people to list, as all the volunteers and helpers throughout the year continue to exceed expectations and regularly go above and beyond the call of duty. However, it would be remiss not to thank **Karen Gough, Greg Cavadino, Jacqui McDonald** and **Dan Beck** for their stunning efforts throughout the year in project managing all of our fundraising activities. Well Done!



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CHARITY NO. 1045500

TREASURY REPORT 2018-2019

INCOME & EXPENDITURE

INCOME & EXPENDITURE STATEMENT

	2018-2019				2017-2018			2016-2017		
	Income £	Expenditure £	Surplus £	+/- Prior Year £	Inc £	Exp £	Surplus £	Inc £	Exp £	Surplus £
SUMMARY										
Fundraising Events	38,909	(22,080)	16,829	291	33,504	(16,966)	16,537	45,658	(23,194)	22,464
Uniform Shop	18,715	(22,135)	(3,420)	(8,407)	15,708	(10,720)	4,988	17,045	(16,743)	301
Lottery (Bonus Ball)	1,606	(638)	969	231	1,492	(754)	738	1,710	(769)	941
Other Funding	7,083		7,083	4,502	2,581		2,581	569		(906)
Operating Costs	1	(4,138)	(4,136)	(1,065)	108	(3,180)	(3,072)	23	(2,704)	(906)
Disbursements		(29,865)	(29,865)	(22,990)		(6,875)	(6,875)		(18,862)	(18,862)
TOTALS	66,315	(78,855)	(12,540)	(27,438)	53,394	(38,496)	14,898	65,005	(62,273)	2,732
Main Events										
Fireworks	8,222	(4,542)	3,680	(866)	8,255	(3,710)	4,545	8,972	(3,776)	5,196
Christmas Fair	8,106	(2,585)	5,521	(637)	9,022	(2,863)	6,158	7,709	(2,645)	5,064
Summer Fair	8,168	(4,122)	4,045	(968)	10,084	(5,071)	5,013	11,223	(5,542)	5,681
Summer Ball	10,435	(7,178)	3,257	3,257				13,339	(7,751)	5,588
Quiz Night				0				809	(436)	372
Uniform Store										
Uniform	18,715	(22,135)	(3,420)	(8,407)	15,708	(10,720)	4,988	17,045	(16,743)	301
Discos										
Reception	316		316	88	228		228	235		235
Year 1	337		337	129	208		208	317		317
Year 2	350		350	209	142		142	258		258
Year 3	340		340	22	318		318	340		340
Year 4	393		393	41	352		352	361		361
Year 5	374		374	124	250		250	322		322
Disco Costs		(776)	(776)	(460)		(316)	(316)		(367)	(367)
Year 6 Parties										
Christmas Party	405	(59)	346	119	328	(101)	227	365	(118)	247
Leavers Party	1,464	(2,818)	(1,354)	(245)	1,401	(2,511)	(1,110)	1,410	(2,560)	(1,150)
Other Events / Fundraisers										
Wine Tasting				210	793	(1,003)	(210)			
Afternoon Tea				(52)	52		52			
Tea Towels				(681)	2,072	(1,391)	681			
Other Income & Expenditure										
Fundraising										
Lottery (Bonus Ball)	1,606	(638)	969	231	1,492	(754)	738	1,710	(769)	941
Operating Costs										
ParentKind Membership & Insurance		(117)	(117)	0		(117)	(117)			
Website Running Costs		(346)	(346)	(168)		(178)	(178)			
Card Handling Fees		(910)	(910)	(167)		(743)	(743)		(463)	(463)
Qflow		(9)	(9)	11		(20)	(20)			
Audit Fees		(180)	(180)	0		(180)	(180)			
General Expenses	1	(2,576)	(2,575)	(741)	108	(1,942)	(1,834)	23	(2,241)	(2,218)
External Funding										
Co-op Community	6,688		6,688	4,519	2,169		2,169			
Easy Fundraising	244		244	(43)	288		288	357		357
Amazon Smile	101		101	86	15		15			
Antz in Your Pantz	50		50	(60)	110		110	212		212
Disbursements / Investments										
School Storage		(14,334)	(14,334)	(14,334)						
Maths Scheme		(6,177)	(6,177)	(6,177)						
Reading Scheme		(5,114)	(5,114)	(5,114)						
Class Funding		(2,250)	(2,250)	(2,250)						
Play Equipment Maintenance		(925)	(925)	(925)						
Staff Room Upgrade		(800)	(800)	(800)						
Plays and Concerts		(220)	(220)	(220)						
Children's Gifts		(45)	(45)	(45)						
Previous Years' Disbursements				6,875		(6,875)	(6,875)		(18,862)	(18,862)

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TREASURY REPORT 2018-2019

BALANCE SHEET

FUNDING - BANK, DEBTORS & CREDITORS

	Barclays	Lottery	Stripe	Paypal	Debtors	Creditors	Petty Cash	TOTAL FUNDS
Opening Balance	31,555	1,240	32	1,052	1,961	0	50	35,890

Stripe

Paid In	17,266	17,669	34,935
Fees		(386)	(386)
Paid Out		(17,266)	(17,266)

Paypal

Paid In	13,700	13,344	27,044
Fees		(524)	(524)
Withdrawn/Paid Out		(13,723)	(13,723)

Bonus Ball

Paid In	1,606	1,606
Paid Out	(638)	(638)
Withdrawn		

Cash

Paid In	33,957		33,957
Transferred	1,550	(1,500)	(50)
Debtors (Prior Year)		(1,961)	(1,961)
Debtors		1,723	1,723
Creditors		(858)	(858)
Paid Out	(76,449)		(76,449)

Closing Balance	21,578	709	49	150	1,723	(858)	-	23,351
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Bank Statements	21,578	709	49	150	1,723	(858)	-	23,351
Difference	0	-	(0)	-	-	-	-	0

Cash Movement	(9,977)	(531)	17	(902)	(239)	(858)	(50)	(12,540)
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from Income & Expenditure (Surplus) (12,540)

Reconciliation Difference	0
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Debtors / Creditors being

Stripe Bank Settlement (5-10 days) after capture `	49	
Fireworks - Deposit (prepayment) for 2019		863
Summer Ball Sponsor - In Home Media Solutions		90
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Uniform - Goodies Inv 115209		(263)
Summer Ball 2021 - Bowdon Rugby Club Deposit		(250)
Operating Costs - Wix Website Annual Fee		(146)
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Bonus Ball

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Paid Out	(638)	(638)
Withdrawn		

Cash

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Debtors		1,723	1,723
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Difference	0	-	(0)	-	-	-	-	0

Cash Movement	(9,977)	(531)	17	(902)	(239)	(858)	(50)	(12,540)
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from Income & Expenditure (Surplus) (12,540)

Reconciliation Difference	0
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Debtors / Creditors being

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Operating Costs - Wix Website Annual Fee		(146)
Operating Costs - Wix Tickets MonthlyCosts		(200)

ST HUGH'S RC SCHOOL PARENTS ASSOCIATION

REGISTERED CHARITY NO. 1045500

INDEX TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2019

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INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ST HUGH'S RC PARENTS ASSOCIATION

I report on the accounts of St Hugh's RC School Parents Association, Charity Number 1045500, for the year ended 31 August 2019, which are set out on pages 2 to 3.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

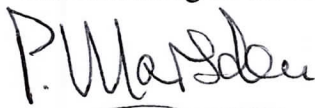
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the charity's trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Marsden AFA FFTA
Member of the Institute of Financial Accountants
226a Stockport Road
Timperley
Altrincham
WA15 7UA

26 June 2020

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2019

	<u>2019</u>			<u>2018</u>
<u>Events & Schemes</u>	<u>Income</u>	<u>Expenditure</u>	<u>Surplus</u>	<u>Surplus</u>
	£	£	£	£
Uniforms	18335	21872	(3537)	4830
Disco's	2110	836	1274	1181
Leavers & Xmas Parties	1467	3150	(1683)	(566)
Summer Ball	10320	7178	3142	0
Fireworks Night	8264	4693	3571	3397
Summer Fayre	8269	4885	3384	4070
Christmas Fayre	8107	2680	5427	6000
Antz In Your Pants	50	0	50	110
Stampastic	0	0	0	57
Easy Fundraising	244	0	244	288
Wine Tasting	0	0	0	(213)
Coffee Morning	0	0	0	52
Lottery	1623	638	985	735
Tea Towels	0	0	0	681
Co-op Funding	7787	0	7787	0
	<u>66576</u>	<u>45932</u>	<u>20644</u>	<u>20622</u>
	=====	=====		=====
<u>Less : Other Payments</u>				
Donations to School		30173		5417
Miscellaneous		<u>1898</u>		<u>1849</u>
			32071	<u>7266</u>
				=====
<u>Net Surplus/(Deficit)</u>			(11427)	13356
<u>Bank and cash balances at beginning of year</u>			33926	20570
<u>Bank and cash balances at end of year</u>			<u>22499</u>	<u>33926</u>
			=====	=====

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST AUGUST 2019

	<u>2019</u>	<u>2018</u>
	£	£
<u>MONETARY ASSETS</u>		
Bank and Cash Balances :-		
Current Bank Account	21578	31555
Lottery Bank Account	722	1237
Stripe Account	49	32
Paypal Account	150	1052
Petty Cash	0	50
Total Cash Funds	<u>22499</u>	<u>33926</u>
<u>DEFERRED ASSETS</u>		
Income due from Co-op Community Scheme	0	1099
Summer Ball	860	0
Prepayment for 2019 Fireworks	863	863
Total Deferred Assets	<u>1723</u>	<u>1962</u>
<u>LIABILITIES</u>		
Accountancy Fees	180	180
Uniforms	263	0
Summer Ball	250	0
Wix	346	0
Total Liabilities	<u>1039</u>	<u>180</u>

Approved on behalf of the Executive Committee on 26 June 2020

Signed.....

Signed.....

Signed.....