

# St Elizabeth's School, Richmond Parent Teacher Association

(registered charity number 802577)

## Summary Income, Expenditure and Assets (1/9/15 - 31/8/16)

### Income statement

	Income	Expense	Net
Auction	£23,838.83	-£2,530.33	£21,308.50
BBQ	£2,283.90	-£775.75	£1,508.15
Bingo night	£1,414.75	-£367.17	£1,047.58
cake sales	£3,069.48		£3,069.48
Christmas disco	£2,101.60	-£1,163.94	£937.66
Christmas fair	£3,708.40	-£939.72	£2,768.68
Junior production	£1,475.50	-£1,323.61	£151.89
May Fair	£19,923.11	-£6,386.94	£13,536.17
Connect Draw	£990.53	-£357.00	£633.53
Misc.	£6,968.54	-£4,660.09	£2,308.45
Quiz night	£2,477.90	-£661.14	£1,816.76
Spring Ball	£6,107.00	-£4,388.00	£1,719.00
Y6 leavers	£3,874.38		£3,874.38
Total	£78,233.92	-£23,553.69	£54,680.23

### Distribution statement

Cake sales	-£3,068.48
Y6 leavers	-£3,874.38

### Net contribution to reserves 2015/2016

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£47,737.37

### Reserves movements

Contribution to reserve 15/16	£47,737.37
Last year reserves	£71,841.16
Last year expenses carried forward	-£140.19
Distribution of last year reserves	-£68,645.78
Distribution of current year reserves	-£2,015.00

### Reserves carried forward

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£48,777.56

Current account (as per bank statement )	£47,660.53
Connect draw account (as per bank statement)	£1,043.03
Cash	£320.00
Cheques not yet presented	-£246.00

### Total assets

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£48,777.56



# **St. Elizabeth's Catholic Primary School**

## **St Elizabeth's School P.T.A.**

Registered Charity number 802577

### **INDEPENDENT REVIEW**

The trustees have asked me to perform an independent review of the accounts for the year **2015/2016** and to highlight any particular matter arising from this review.

I have examined the accounting records kept by St. Elizabeth's School, Richmond Parent Teacher Association (802577) and have compared them with the accounts presented with those records.

Following this examination, no irregularities have been found, so I have reason to believe that, in all material respects, appropriate accounting records have been kept and the accounts are consistent with this record.

Date: 28<sup>th</sup> April 2017

Name: Gabriela Ojeda Triulzi

Address: 24 Floyer Close, Richmond, TW10 6HS

Signed:

# St Elizabeth's Catholic Primary School, Parent Teacher Association

## Trustee Report 2015 -2016

### *Legal and administrative details*

#### **Name of Trustees**

Mrs Jane Hines (President)  
Mrs Maria Victoria McKeown (Chair)  
Mrs Nadia Galindo-Slim (Secretary)  
Mrs Simona Cosgrave (Treasurer)  
Mrs Barbara Huybreghs (Treasurer)

**Charity name** St Elizabeth's School, Richmond Parent-Teacher Association

**Other names Charity is known by** St Elizabeth's School PTA

**Registered Charity number** 802577

**Charity's principal address** Queens Road, Richmond Upon Thames, Surrey, TW10 6HN

The Trustees were elected by the governors, parents and staff at the A.G.M. in September 2015. They held their position until they stand down.

### *Structure, Governance and Management*

The constitution was adopted in September 2015.

Members of the PTA are parents of children attending the school, the school's Headteacher and teacher representatives. The members are assigned as class representatives for each class the school has.

The management of the Association is vested in a committee.

The committee consists of one Chairperson, two Treasurers and one Secretary.

The members and the committee are elected annually at the Annual General Meeting held at the start of the Autumn Term of each school year.

### *Aims and Objectives*

The goal of the Association is to advance the education of the pupils in the school. In furtherance of this goal the Association may:

- a. develop more extended relationships between the staff, parents and others associated with the school;
- b. engage in activities which support the school and advance the education of the pupils who attend it;
- c. provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine; and

- d. facilitate the above by organising social, educational and fund-raising activities.

### ***Achievements and Performance***

The main activity of the PTA has been the organisation of fundraising and social events to further relationships between the pupils, teachers and parents. As the treasurer report shows this has been a very successful year. Figures for the amount raised in the events summarised below (where applicable) will be provided in the Financial Report presented by the Treasurer.

#### **Regular Activities/Events**

**10 Cake Sales** – These were held during the school year, with each class holding one cake sale. The proceeds generated from the class cake sale were invested in each class for direct benefit to the children of the class.

**2 Coffee Mornings** – These were held throughout the year after drop off, to encourage socialising with parents, babies and toddlers welcome with a baby area set out for them. There is also second hand uniforms sale.

**Christmas Parties** – Assistance and supplies provided for both Infant and Junior Christmas parties held at school in December.

**Sponsored Walk** – Water/Biscuits/Cups provided for the Sponsored Walk where all the school participates.

**Sports Days (Infant and Junior)** – Water and Cups provided for both Sports Days – Junior and Infant.

**Junior Production Bar** – Refreshments provided during interval at the end of year Junior Production.

**Christmas Tree** – Ordering of tree, mounting of tree, decoration and taking down tree during Christmas time.

**School Calendar** – Coordination of taking pictures; producing the calendar (meeting with Headteacher for date of activities), printing of calendar, taking orders with payment and distribution of orders.

**Nativity DVD** – Hire of DVD filming/editing company, taking orders with payment and distribution of orders.

**Junior Production DVD** - Hire of DVD filming/editing company, taking orders with payment and distribution of orders.

**Northbrook Fundraising Wrapping paper and cards** –Distribution of flyers/brochures, taking orders with payment and distribution of orders.

#### **Main Fundraising Events**

**Christmas Fair & Christmas Disco**– They are combined in 1 day to create a Christmas feeling. We had stalls, artisan-shops set up outside together with games and Santa's grotto. All parents, friends, and children are welcome to enjoy the Christmas fair, and later on St Elizabeth's school children who had disco tickets went into the hall and enjoyed the Disco.

**Bingo Night** –Popular family event held at the main school hall, with our bingo caller, Mr Seamus Joyce, where we provide prizes for the children who win at the bingo. Food and drink for the children sold on the evening. Bingo cards sold on the night.

**Quiz Night** –Adult only event held at the main school hall, where teams are formed and the headteacher acts as quiz master producing the quiz. Fish and chip supper and drinks sold on the night. Team pays an entry fee.

**Spring Ball** – Adult only event held at Old Deer Park Ballroom. A DJ was hired to play live music and a parent who rendered some songs. There was a raffle on the night organized by team event organizers. Free champagne reception to greet our guests. Entry ticket was sold but this is to cover food, hall hire and champagne.

**May Fair** – Annual school fair held in the school grounds. Event lasted 3 hours vs. usual 4 hours. Each class held a stall; there was entertainment, International food & drink, an auction, raffle, and lucky dip. Bake off and fun rides were repeated for the second year. We had the Gruffalo illustrator opened the day, and created some pictures that we later auctioned. Entry tickets sold on the day.

**Summer BBQ** – Popular family event held in the school hall and grounds. BBQ & DJ entertain the evening for all. Raffle and Lucky dip held at the event. Entry tickets sold on the evening.

### Sponsorship

We are very grateful for our local community for the untiring support they had given our school throughout the years. The donations of prizes which we used for prizes in raffle, lucky dip and silent auction have been amazing. We are also grateful for the support of Estate Agents that have helped through sponsoring booklets, our school calendar, and Estate Boards advertising three of our main school events. Figures to be presented in the Financial Report made by the Treasurer.

### Gift Aid

No gift aid organized this year.

### 2014/2015 Investments

Reception	£1,000.00
Books	£3,457.92
Nursery	£2,576.27
6 Apple iPad Mini	£1,366.65
6 PCs + 6Led Monitors	£3,318.00
3 x C-touch monitors	£10,221.00
Library smartboard and Projector	£1,257.00
Wi- fi	£7,778.00
Sport equipment and clothing	£1,662.51
Music room	£17,114.72
Football posts	£424.90
Music instruments	£3,805.38
Class doors	£6,000.00
Singing festival	£263.43
Infant playground	£8,000.00
External speaker	£400.00
Total	<u><u>£68,645.78</u></u>

### Future Investments

Y1 outdoor space	£10,000.00
microphones (estimate)	£385.00
5c touch screen	£17,000.00
new benches	£2,015.00
30 Tablets	£7,800.00
Books	£2,000.00
playground toys	£1,500.00
Quite room	£1,200.00
white boards	£400.00
Nursery	£3,000.00
scaffolding tower (estimate)	£1,300.00
contingency fund	£2,178.00
Total	<u>£48,778.00</u>

### Improvements

- a. Reduced the number of hours of May Fair from 4hrs to 3 hrs. We are still able to generate the same amount overall and parents/children were more engaged.
- b. An email account for [Stelizabeths\\_ptarichmond@yahoo.com](mailto:Stelizabeths_ptarichmond@yahoo.com) has been established
- c. We created an on-going fundraising and linked with easyfundraising.com

### *Membership*

Like a lot of voluntary organisations the PTA has on occasions struggled over the years with membership. The members we currently have, have given up a lot of time and effort to make sure that the events go ahead, along with the wonderful support from the school staff, who give up their hard earned free time to help. We continue to welcome any parent who wishes to join the PTA in any form.

### *Thanks*

A great thank you has to go to the main PTA Committee ladies who have worked so hard in the last year to make it such a success socially and financially – ultimately benefitting the children by assisting in the provision of facilities and items. It has been a real joy working with all the PTA class representatives to make all events an unforgettable one.

A massive thank you to Mrs Jane Hines, Headteacher – she has been very supportive of all new efforts, welcoming of new ideas and has been a great partner throughout.

Thank you to everyone in the PTA for all your support and enthusiasm and to the school staff who gave us their kind support.

We wish the PTA a very successful 2016/17 and I am confident that it will be a very good year for the PTA.

Maria Victoria McKeown

**P.T.A. Chair 2015-16**

Attachment 1: PTA Handbook



2015-16 PTA  
HANDBOOK.docx