

## Whitegate Family PTA - Treasurer's report

### Summary of the year 2024-2025

During the year 1 September 2024 to 31 August 2025 the PTA experienced a change of committee and a change of treasurer. The accounts are presented in **draft** while a small number of items are investigated this may result in a small change to the income levels. Fundraising produced a surplus which has been partly applied to the school's classroom project.

#### Key figures

- **Total income from activities:** £10,040.95
- **Total expenditure:** £1,717.00
- **Surplus for the year: £8,323.88**
  - Restricted: £1,125
  - Unrestricted: £7,198.88
- **Opening bank balances 01/09/2024:**
  - Community Account: **£14,792.34**
  - Business premium Account: **£0**
- **Closing bank balances 30/08/25:**
  - Community Account: **£5063.26**
  - Business Premium account: **£128.86**
- **Payment to school during year: £20,000.00** (contribution to new classrooms)
- **Additional classroom fundraising target: £10,000.00; amount raised to date: £2,225.00**

#### Outstanding items and notes on draft accounts

- The accounts remain draft pending investigation of several items of income and confirmation of grant status.
- There is £828.00 of cash deposited into the account that is not currently assigned to any event. It is assumed this relates to undocumented events between October 2024 and March 2025 but this must be confirmed and allocated.
- A grant of £1,125.00 was received from Groundwork and is currently treated as a restricted fund pending confirmation of purpose and any conditions.
- Once these items are resolved the accounts will be finalised and presented for approval.

#### Payments and donations

- £20,000 paid to the school as a contribution to the new classrooms. The committee previously agreed to raise a further £10,000.

- £2,225 has been raised towards the additional classroom target to date. The Winter Wonderland fair is expected to contribute approximately £2,000 towards this target; further fundraising will be required before the school's requested next payment date.
- A contribution of £500 was made to cover Year 6 transport to Llandudno.
- No other direct donations towards activities were made during the year.

#### **Income opportunities and savings**

- The school previously raised £235.00 through easyfundraising. We recommend resharing this scheme with the school community to rebuild and grow this income stream.
- The PTA holds a savings account which earned £5.96 in interest during the year. A balance of £1,125.00 was held in the savings account for a few months.
- It is recommended the committee consider holding a greater proportion of PTA funds in the savings account to benefit from interest; this should be discussed and agreed at a future committee meeting.

#### **Financial controls and governance**

- There is a need for more robust financial monitoring and reporting. The committee has started this process;
  - A new events form has been introduced to ensure clear records of cash and expenditure at events; this has improved event-level tracking.
  - A draft set of financial procedures has been prepared and requires committee review and approval. It is recommended the committee review and approve these procedures following the AGM.
- Banking arrangements require urgent attention. Committee members need appropriate access to the account and the ability to make payments. The committee has expressed a preference to move banking to NatWest. Updating signatories and confirming online access should be a priority.

#### **Current year and forward planning**

- One event has been completed in the current financial year, the Disco.
- A detailed budget and plan for the year ahead will be prepared following the AGM and after the financial procedures have been approved.

#### **Recommended actions for the committee**

1. Investigate and allocate the £828 unassigned deposit and update the accounts accordingly.
2. Clarify the Groundwork grant (£1,125) and confirm whether it is restricted and any conditions attached.
3. Reshare easyfundraising with the school community and set a simple plan to promote it.
4. Discuss savings strategy and consider moving a larger proportion of PTA funds into the savings account to earn interest.
5. Approve the draft financial procedures at the first committee meeting after the AGM.

6. Update banking arrangements: confirm new bank, update signatories, and ensure at least two committee members have online access and payment authority.
7. Agree a timetable for the next payment to the school and confirm how much must be raised beforehand.
8. Approve the proposed budget for the current year once procedures are in place.

## Draft Accounts

**Financial Year**                      **1st Sept 2024 - 31st August 2025**

### Income

Quiz Night	701.26
May Fair	1,330.77
Raffles	145.00
Frozen Fridays	310.05
Sports Day	316.90
Uniform Sales	39.58
General Activities	2,437.87
Xmas Fair	4,759.52
Disco	-

<b>Total</b>	<b>10,040.95</b>
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### Expenditure

Quiz Night	318.43
May Fair	176.00
Raffles	-
Frozen Fridays	53.46
Sports Day	70.50
Uniform Sales	-
General Activities	662.00
Xmas Fair	256.68
Disco	180.00

<b>Total</b>	<b>1,717.07</b>
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<b>Profit / Loss</b>	<b>8,323.88</b>
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Restricted	1,125.00
Unrestricted	7,198.88