

Samuel Ryder Academy Annual General Meeting: 12th October 2020

Treasurers Report: Financial Year 1st April 2019- 31st March 2020

I became the treasurer for the PTA in October 2019 with absolutely no idea what was involved in being a PTA treasurer, or really what working within a PTA would entail. My heart sank a little bit when looking through the accounts for the first time – I felt completely out of my depth! However, over time, the inner workings of the financial documents have become a little clearer, and the myriad of processes and details needing recording for each transaction are a bit less daunting. I still have a lot to learn however!

Financial Summary

Over the previous financial year, the PTA organised 18 events and activities in order to raise a massive £36,871.81. This income raised an absolutely brilliant profit of £17,944.78. The breakdown of the income and profit by event are presented in Table 1.

This fantastic fund-raising effort by PTA, students and parents altogether has meant that the PTA was able to reinvest the majority of this profit straight back into the Academy. Over the previous financial year, the PTA agreed to fund £16,941.16 worth of funding bids, enhancing the learning experiences of both primary and secondary students and providing the students with invaluable experiences, for example through WOW days. The successful funding bids are summarised in Table 2, to demonstrate the variety of events and experiences that the PTA is proud to have supported. Unfortunately, some events that had been scheduled to go ahead were cancelled due to the Covid-19 pandemic, therefore the final amount invested into the Academy totalled £15,165.18.

The present committee took over running the PTA last October in 2019. Since October, we have enjoyed hosting four large events, as well as raising money through smaller activities. We all had a huge amount of fun at the Christmas fair, and generated £5348.22. Both the Primary Disco and the Quiz night were great events for students and parents respectively, while also raising healthy profits (£665.68 and £320.30 respectively). Sadly, the film morning at the Odyssey did not make a profit; instead, we unfortunately recorded a £245.30 loss. This was such a shame as those who attended enjoyed it very much. A combination of increased hiring cost for the Odyssey and perhaps our choice of film (Toy Story 4 had recently been released on Sky cinema) may in part explain this. In the future we would have to think carefully about whether to hold this event again.

Immediately following the Quiz night, schools were closed, and the UK entered lockdown in late March as a result of the Covid-19 pandemic. We made the decision not to fundraise through lockdown and into the new financial year due to the difficult financial situation that many families were facing. Once the school partially reopened in May, the ongoing financial situation plus Covid-19 rules and regulations meant that all fundraising was put on the back burner. The financial implications of this for the PTA will be most obvious in the treasurers report this time next year.

Current account & available funds

Due to the school closure in March, there were some WOW events that the PTA had previously agreed funding for that could not go ahead, and some equipment purchases had been put on hold due to cost increases. Therefore, the Academy returned £2041.34 to the PTA account on 17th July 2020.

Our account balance now stands at £14,277.40.

Next step

Following the end of the previous financial year (2017-2018), and at the request of the charity commission, our accounts were independently audited by a local accountant, Ben Davies. He provided invaluable advice to help simplify our accounting process, while retaining the required details. One major change we have made to the accounting system going forward is that we will not track our stock levels of consumables e.g. drinks and sweets after each major event. Instead, the cost of these will be included as an expense for that particular event. Similarly, any investment in equipment for use during an event, e.g. the popcorn maker, will also include as an expense for that particular financial year.

We have recently received the final version of these accounts for submission to the Charity Commission. My next step as Treasurer will be to organise the documents for the previous financial year using the same recommendations from Ben Davies, ready for the Charity Commission.

The committee has previously discussed obtaining a card payment machine for when we can hold larger events. This will reduce the need for cash during events and may even encourage more spending! I will look into getting the payment machine so that we are ready for whenever our next event can be.

Fundraising going forward

Virtual events are likely to become more important for our fundraising.

I will also look into signing up for more organisations like Easy fundraising, where the school receives payments based on purchases by parents through the company website.

Thank you

I would like to say a huge thanks to the committee for all their help and support this last year. In particular to both Eleri and Marina for their support at the Christmas fair – especially when Marina helped me drag £1500 in coins across St Albans with a screaming baby in tow, and when Eleri babysat the takings from the fair when I had to return to my crying children that night! I look forward to another year working with you all!

Table 1. The events and activities held during the year 1st April 2019 until 31st March 2020. Two entries represent multiple individual activities: Bags 2 School and Second-hand Uniform sale.

Event/Activity	Income	Expense	Profit
Bags 2 School	448.00	0.00	448.00
Christmas Cards	381.80	0.00	381.80
Christmas Fair	8395.27	3047.05	5348.22
Christmas Treeeasy	62.00	0.00	62.00
Circus	7473.07	6501.97	971.10
Easter Egg Tombola	518.60	1.70	516.90
Father's Day	770.14	282.99	487.15
New to Year 7 evening	23.40	0.00	23.40
Odyssey	992.00	1237.30	-245.30
Pantomime	5032.50	3469.56	1562.94
Primary Disco	1117.00	451.32	665.68
Quiz	829.50	509.20	320.30
Reception Tea Towels	443.00	259.86	183.14
Second hand uniform sale	393.05	0.00	393.05
Silver Smarties	704.02	141.83	562.19
Sports Day	322.90	216.39	106.51
St. Albans Half Marathon	425.00	0.00	425.00
Summer Fair	8532.08	2807.86	5724.22
Unknown source	8.48	0.00	8.48
Total income	36871.81		
Total expenses		18927.03	
Total profit			17944.78

Table 2. The funding bids approved during the year 1st April 2019 until 31st March 2020.

Bid	Agreed	Actual Paid	Outstanding	Notes
Author visit	£505.00	£0.00	£505.00	on hold
English - subscription	£650.00	£0.00	£650.00	on hold
Geography - field equipment	£429.00	£0.00	£429.00	on hold: price increase
D & T - vinyl & 3D printers	£1,329.79	£1,156.57	£173.22	completed: price reduction
EYFS - equipment	£658.14	£676.65	£0.00	
EYFS - equipment	£442.58	£426.49	£16.09	completed: price reduction
Inclusion - books	£888.00	£888.00	£0.00	
Inclusion - craft Club	£400.00	£331.07	£68.93	completed: price reduction
MFL - books	£227.00	£227.63	£0.00	
MFL - performance	£770.00	£770.00	£0.00	
Music - instruments	£1,383.75	£1,390.08	£0.00	
Music - instruments	£1,448.80	£1,448.80	£0.00	
P.E - post installation	£1,830.00	£1,830.00	£0.00	
P.E- athletics Shirts	£336.50	£336.50	£0.00	
Primary - production	£950.00	£950.00	£0.00	
Science - equipment	£1,964.39	£1,964.39	£0.00	
Art - heat press	£728.21	£769.00	£0.00	£769 returned July 2020
Primary - WOW	£2,000.00	£2,000.00	£0.00	£1400 returned July 2020