



Belmont  
A special school



Friends @ Belmont PTA

Reg Charity 1172082

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## Treasurers Report for Year Ended 31 December 2023

The F@B PTA exists to raise funds to engage in activities or provide facilities and/or equipment which support the school and advance the pupils experience during their time at the school. We work closely with Belmont Senior Leadership Team, and the School Council in identifying targets for our fundraising.

Monies are accounted for on a simple Receipts and Payments basis with all surpluses being allocated for the benefit of pupils as and when requested and agreed with F@B committee and Senior Leadership Team.

We are a registered charity and adhere to the code of conduct laid down by the Charity Commission.

We have annual running expenses which are PTA membership fees, Lottery Licence to enable us to sell raffle tickets and Account Audit Fees these currently account for less than £200 of expenditure in the year and are necessary to ensure we are covered legally. In addition there are necessary expenses for events such as any additional licences' and printing that have to be purchased, these costs are allocated to events as expenses of the event.

There has been a small increase in cash expenses this year due to the challenges of changing signatories on the account and transfer of the treasurer role. Going into 2024 we have 4 signatories on the account and are now also signed up for Internet banking which should make the operation of the account much easier. Jan Tee (Secretary) remains a signatory, Ruth Hansell (Co –Chair) and Neil Rushen (Co Chair) have been appointed signatories and have internet banking set up. Faruk our new Treasurer is also set up and Carolyn Jones (outgoing Treasurer) has now been removed from the bank account and stood down as a Trustee.

The Treasurer recommends that for the purposes of running Friends at Belmont PTA we should aim to keep a balance of £2,000 in the account, this covers our annual fixed costs and provides funds to enable us to cover costs of putting on events including cash floats. Any additional monies are used for the benefit of pupils and staff after legitimate expenses are deducted.

Currently our accounts are not professionally audited as they do not reach the Charity Commission threshold for this. However, we do have them checked by a competent independent person as good practice. This should be reviewed on an annual basis and it is the Treasurers responsibility to ensure that we meet the Charity Commission's guidelines and that our accounts and returns are completed on time.

## **Summary of Fundraising in 2023**

***(Figures are rounded to nearest whole for ease of reporting. Analysis is included on the attached spreadsheet summary and a full copy is available on request)***

We started the year with £22,252 in the bank.

It has been another busy year pushing to raise even more money. Once again we held both a Summer Fair and a Christmas Fair both of which though hard work contributed greatly to funds. In addition a big thank you goes to Neil Rushen for his significant contribution both in time and financial; and his enthusiasm for fundraising.

Activity days held by school have provided another steady source of fundraising and the commitment of the team to building corporate relationships, sponsorship and donations is great to see.

### **Receipts**

Summer Fair. A total of £3,131 was banked after costs a similar profit to the previous year and given the challenging economic conditions we did well to achieve this target, this was significantly helped by minimal costs and a significant amount of corporate sponsorship for which we are very grateful as it means a great day for the children and plenty of money towards our goals.

For the second year running we held a Winter Fair. A total of £1,350 was banked after costs and this was a similar amount to the previous year, though slightly down.

Activity days bring in a steady stream of funds at little or no cost and help to contribute to the running expenses of F@B and we hope to build on this going forward.

There have been some significant donations this year. A large donation from AAG of over £2,600. A surprise but welcome donation from The Entertainer (shop) of £1,000. Support from Asda's token scheme and continuing valued support from Lanes who once again have funded our Christmas presents for the children.

A big thank you has to go to Neil Rushen who took on an amazing walking challenge and raised a sizeable contribution in excess of £2,000 for us.

### **Cost of Events**

Our PTA membership increased slightly from £116 to £140 based on the size of school and this is on Direct Debit so renews annually the next band change is somewhat off (at around 400 pupils). Whilst we do not legally have to conduct an annual accounts audit at present, we have undertaken this on a voluntary basis and adopted this as "good practice". As I write our accounts are as yet to be audited. This will be updated within a normal committee meeting.

Our lottery licence is set up to renew in September and the chair has now taken over this responsibility.

## **Payments**

We paid out over £11,000 in 2023 to school for the benefit of the pupils. We also provide money to assist with the care and upkeep of the guinea pigs.

We purchased toys and games for use in school, monies to each key stage for them to purchase specific items, more scooters, contribution towards the cost of the Weston Trip and provision of Choir T Shirts.

The major purchase of the year was the donation of £10,000 from F@B towards the school minibus, this is something we have been working towards for a very long time and it was a real pleasure to be involved both in raising funds and writing the cheque for this significant purchase after so many years and much talk.

## **Summary**

At 31 Dec 2023 we hold £20,818 in the bank. We will be working with Mr Day the SLT and school council to allocate funds for the benefit of the school.

£10,000 should be ring fenced for the wellbeing centre as has been previously discussed and minuted.

With this and our £2,000 for operating costs we still have a healthy £8,000+ to allocate before we even start the 2024 round of fundraising.

It has been another F@Bulous year of fundraising with an ever growing committed team, led ably by our Co-chairs Ruth & Neil who have continually brought energy, enthusiasm and fresh perspectives to the group.

Last year I suggested we dream big and at least equal 2022. We also knew that we would be contributing £10,000 to the school minibus and that this could make a significant dent into our finances and reserves that would need to be replenished specifically the Wellbeing centre monies. Once again the team came up trumps and after expenses we made a net gain of just over £10,000.

I cannot stress how fantastic it is to have been a part of this f@bulous PTA, to have played a small role in the achievements to date. I hand over knowing that I leave you in capable hands and financially healthy. Continue to dream big and I look forward to visiting from time to time to see progress and hear that we have finally got the all weather track and the wellness centre amongst other things.

Oh and by the way the goal for 2024.....

# Friends at Belmont - Cash Book 2023

## Summary year to date @ 31 Dec 2023

		Analysis			Other Receipts /	
	Amount	Just Giving	Fairs & Activity Days	Grants	Payments	
<b>b/fwd 2023</b>	<b>£22,252.16</b>					
Receipts	£13,210.27	£2,656.78	£6,092.15		£4,461.34	
Payments	£14,562.36	£216.00	£1,896.15	£11,376.14	£1,654.04	
Cash not banked	£82.00					1
<b>Net Cash</b>	<b>£20,818.07</b>	<b>£2,440.78</b>	<b>£4,196.00</b>	<b>£11,376.14</b>	<b>£2,807.30</b>	

## The Friends at Belmont PTA

### Assets

B/f 2023	£22,252.16					
<b>Cash</b>	<b>£76.00</b>					2

### Income and Expenditure Summary

#### Income

Events	£6,092.15					
Just Giving	£2,656.78					
Misc	£4,461.34					
Cash not paid in	£579.97					3
	<u>£13,210.27</u>					

#### Expenses

Events	£1,896.15					
Just Giving	£216.00					
Misc	£1,654.04					
Sum Up Costs	£1.30		<i>deducted at source</i>			4
Cash	£579.97					3a
	<u>£3,767.49</u>					

Grants made to school £11,376.14

**Net profit for 2023** -£1,352.09

Operating	£ 2,000.00					5
Wellbeing Centre	£ 10,000.00					6

**Working Cash** £8,818.07 7

#### NOTES

1	Figure previously accounted for in 2022 Accounts included for balancing purposes only
2	Cash Float held in school
3 and 3a	Expenses accounted for and paid in cash from takings prior to banking included twice to balance
4	Expenses deducted at source and not included in calculations
5	Sum allowed for Operating costs
6	Sum Ringfenced for Wellbeing Centre
7	Remaining Cash Balance taking 5 and 6 into account