

St Mary's PTA AGM
3rd October 2018
School Hall, 6.30pm

Present: Clare Cook, Mrs Davis, Clare Evers, Theresa Kay, Anita Lear, Rachel Leather, Rob May, Janet McKinlay, Samantha Moore, Dominic Page, Jennie Proctor, Emma Riddell, James Rivers, Claire Rowlands, Natalie Walters

Apologies: Candy Lean, Lisa Cooke, Emma Nichol

1. Acceptance of minutes of 2017 AGM. Accepted by the Committee.
2. Chair Report, James Rivers:

Coming into the role for the first time, the new committee inherited an Autumn term with lots of planned activity. The smarties collection was a great financial success, earning over £500 with little outlay, we'll repeat this year. We had the usual things including a quiz night, cake sale and bag 2 school raising over £400. We also did Christmas cards/mugs for first time in ages, which was well received, and we'll do that again this year.

Because it was an 'off year' for a school-run Christmas performance, we made a big effort on a Christmas Fair which went down really well. Huge thanks to the mammoth efforts put in by many of the PTA to make that a success, especially Samantha's Santa's grotto which was very memorable. Finally we changed the plot for the Christmas Disco, hosting it at school in 'shifts'. Although some parents were disappointed not to be present, we were able to include all the children rather than just the first 75 to buy tickets given the numbers limitation at outside venues when parents come too. The kids had a fantastic time and it was a real success.

Spring term was quieter, after some suggestion from parents that they were being asked to contribute to too much, but the Valentine's Disco at the Civic went down well, and we had another quiz night and bag 2 school raising over £600 altogether.

The Summer term saw another quiz night, a cake sale, a stall at the Rose Fete, a half term Scavenger Hunt, and culminated in our Summer Hoedown where, blessed with good weather and a licenced bar, we put on a great Wild Western-themed day. Again, thanks to the small core of PTA volunteers for their efforts and especially to the entire staff team who manned stalls on the day, without whom it wouldn't have been possible. It was exhausting but great fun and brought a really upbeat end to the year.

3. Treasurers Report, Emma Riddell:
 - Profit on fundraising activities was £4847, a slight increase on the previous year.
 - We transferred £5443.20 to the school for projects including:
 - The planned all weather path
 - Interactive smart whiteboards
 - Bug Club
 - A 'spends' fund to every class
 - We contributed to the cost of the Year 6 leavers hoodies which was not planned, due to a mix up on sizes.

The PTA of St Mary's Catholic Primary School, Middlewich

Registered Charity Number 1098070

Receipts and Payments Account To the Year Ended 1 September 2018

	Year Ended 01-Sep-18	Year Ended 01-Sep-17
Income from fundraising activities	6,936.63	7,174.79
Expenses on fundraising activities	(2,089.16)	(2,515.26)
Profit on fundraising activities¹	4,847.47	4,659.53
Extraordinary Income / Expenses		
Cheshire East Licenses ²	(62.00)	(20.00)
PTA Association Annual membership	(105.00)	(101.00)
PTA AGM		(24.80)
Purchase of Hob for events		(31.99)
	(167.00)	(177.79)
Net profit / Loss in year	4,680.47	4,481.74
Transferred to School funds ²	(5,495.00)	(3,485.00)
Uncleared transactions ³	59.00	70.40
Prior year transaction ⁴	(7.20)	125.00
2017 Cash in advance ⁵		(159.00)
Petty cash float		(50.00)
	<u>(5,443.20)</u>	<u>(3,498.60)</u>
Total Receipts / Payments	(762.73)	1,033.14
Opening Bank Balance	5,894.32	4,861.18
Funds available per bank statement	5,131.59	5,894.32

¹ Income and expenditure are both equally understated due to expenses being paid out of the proceeds of events without full receipts recorded ² Lottery Licence and Alcohol Licences.

² All the money transferred to the school during the year ended 1 September 2018 was as a result of fundraising during the previous school year

³ Two unrepresented cheques remained as at 1 September statement relating to the Summer Fair expenses and a Cheshire East licence

⁴ Prior year transaction relates to the clearing of a lotto winners cheque

⁵ Reversal of prior year payment made before year end

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Statement of Assets and Liabilities To the Year Ended 1 September 2018

	As At 01-Sep-18	As At 01-Sep-17
Assets		
Barclays Bank	5,131.59	5,894.32
Cash Float on hand	65.00	50.00
Tesco Gift Card	<u>0.00</u>	<u>10.00</u>
	<u>5,196.59</u>	<u>5,954.32</u>
Liabilities		
Outstanding Donation to CoppaFeel	Nil	125.00

All income, expenditure and assets are unrestricted

Signed by the following Trustees on behalf of all Trustees

Prepared by Emma Riddell
PTA Treasurer

_____ signed _____ date

Signed by PTA Chair

_____ signed _____ date

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Notes to the accounts

Breakdown of fundraising by event

Event	2017/18			2016/17		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Summer Fair	2,088.31	655.53	1,432.78	2,392.54	1,018.51	1,374.03
Christmas Events	1,331.69	326.46	1,005.23	165.00	0.00	165.00
Christmas Cards	693.50	478.40	215.10			
Smarties	588.52	57.00	531.52			
Valentines Disco	516.75	75.00	441.75	598.00	175.68	422.32
Pub Quiz	309.00	0.00	309.00	165.00	0.00	165.00
Cake Sale	280.98	0.00	280.98	434.98	0.00	434.98
Bag to School	224.80	0.00	224.80	200.00	0.00	200.00
Christmas Disco	213.95	100.00	113.95	1,226.00	358.93	867.07
Non-Uniform Day	138.00	0.00	138.00			
Leavers Hoodies	128.00	198.00	-70.00			
Sports Day	123.60	0.00	123.60			
Town Sports	104.10	34.01	70.09	72.81	45.44	27.37
Scavenger Hunt	58.00	0.00	58.00			
Frozen Friday	57.60	29.76	27.84			
Rose Fete	40.00	10.00	30.00	83.00	0.00	83.00
Fun Run	39.83	0.00	39.83			
Ladies Night	0.00	125.00	-125.00	720.21	476.70	243.51
Lotto				663.40	347.60	315.80
Film Night				429.30	92.40	336.90
Label Planet Commission				24.55	0.00	24.55
Total	6,936.63	2,089.16	4,847.47	7,174.79	2,515.26	4,659.53

Note: Amounts highlighted in bold includes contribution from £ 4 £

4. Autumn events summary
 - Cake Sale, 18th October
 - Smarties collection, to run over half term, collection w/c 5th November
 - Christmas Card/Mug artwork, deadline 5th November.
 - Friday Film nights, KS1 9th November and KS2 16th 3-5pm.
 - Bag 2 School, 23rd November
 - Christmas Grotto in Library, with Tombola and refreshments, 12th-13th December
 - Christmas Disco, 7th December.
5. Election of Officers and Representatives
 - Chair: James Rivers (Proposed: Theresa Kay, Seconded: Samantha Moore)
 - Vice Chair: Samantha Moore (Proposed: James Rivers, Seconded: Rob May)
 - Treasurer: Rob May (Proposed: Emma Riddell, Seconded: Theresa Kay)
 - Secretary: Joint Clare Evers and Anita Lear (Proposed: James Rivers, Seconded: Rob May)
 - Publicity Officer: Theresa Kay (Proposed: Samantha Moore, Seconded: Rob May)
 - Reception: Dominic Page (Proposed: Anita Lear, Seconded: Theresa Kay)
 - Yr1: Natalie Walters (Proposed: Samantha Moore, Seconded: James Rivers)
 - Yr2: Katie Cartwright (Proposed: Lisa Walker, Seconded: Theresa Kay)
 - Yr3: James Rivers until volunteer can be found
 - Yr4: Jennie Proctor (Proposed: Clare Evers, Seconded: James Rivers)
 - Yr5: Vacant
 - Yr6: Samantha Moore (Proposed: Clare Evers, Seconded: Theresa Kay)
6. Next Meeting, 8pm at White Bear – 24th October